

Title: <b>Safety Inspection Officer</b>	Effective Date: May 31, 2011	Grade: XIII	Job Category: Protective Services
Prior Title: Safety Inspection Officer	Prior Effective Date: October 18, 2010	Grade: XIII	Page: 1 of 1

**CHARACTERISTICS OF WORK**

This position is accountable for the development, promotion, and implementation of the Department's safety program activity.

**EXAMPLES OF WORK**

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Maintain knowledge of current OSHA, FHWA, MUTCD and state fire marshal safety regulations and conduct inspections to ensure compliance.
- Develop plans for presentations and instruct personnel in safety procedures.
- Investigate accidents, compile and analyze data, make recommendations to prevent accidents.
- Instruct personnel in emergency procedures.
- Conduct at least two safety meetings per week in assigned Divisions and Districts.
- Inspect work zones and provide written documentation of such inspections.
- Prepare a job safety analysis.
- Oversee drug and alcohol testing of employees.
- Educate supervisors and employees about the Drug and Alcohol Testing policy and procedures.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in related field, OR four years of safety-related experience. Verbal and written communication skills. Ability to utilize basic computer skills, including a working knowledge of Microsoft Word, Excel, Power Point, and Outlook. Thorough knowledge of the Department's Drug and Alcohol Testing policy and procedures. Ability to interpret, apply and clearly explain the policies and procedures contained in the MUTCD and Safety Manual. Constant statewide travel.