

Title: <b>Section Head - Training and Safety</b>	Effective Date: May 11, 2012	Grade: XVII	Job Category: Professional
Prior Title: Section Head - Training and Safety	Prior Effective Date: October 18, 2010	Grade: XVII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under the direct supervision of the Chief of Administration and Public Affairs, this position is responsible for the administration and supervision required to plan, develop, implement and maintain training and safety activities of the Training and Safety Section.

*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.

- Confer with managers and supervisors in determining training and safety needs.
- Supervise the design and administration of training and safety programs to meet organizational needs.
- Provide technical assistance in planning, developing and evaluating training and safety programs.
- Develop and write training and safety material, manuals, and bulletins.
- Supervise the operation of the Training Coordinator, Training Specialist and Safety Officers' activities.
- Counsel trainers on effective training techniques; counsel employees on training/career development.
- Compile, analyze, and disseminate accident data.
- Conduct accident investigations to determine causes and procedures to avoid reoccurrences.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in related field plus six years experience in safety-related field, OR the educational equivalent to a diploma from an accredited high school plus 10 years experience in safety-related field. Experience in occupational safety and health programs. Knowledge of the current principles and methods of employee training. Valid driver's license.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

