

Safety Assistant

DEFINITION

This is preventative and corrective safety work involving the inspection of City occupied, owned or controlled premises or work with Fleet Safety, assisting with the training, testing, accident investigation and administration of and for City of Edmonton drivers.

Work of this class includes the performance of diversified office and field assignments involving assistance to and liaison with professional and technical personnel. Duties include identifying existing or latent hazards and recommending methods or alternates of reducing their risk to users. Work also includes providing classroom instruction in the area of expertise.

Although the employee actions will be guided through discussion and direction with their supervisor, it is necessary that they exercise initiative and independence in the performance of their duties especially when identifying potential hazards.

TYPICAL DUTIES*

Inspects City premises and identify existing or latent hazards.

Instructs Defensive Driving courses and gives ad hoc safety talks. Assists in the presentation of other courses.

Collects, compiles and analyzes information and determines the alternatives and costs involved in reducing the risk or loss to the City.

Recommends action to be taken and co-ordinates procedures with the proper authorities.

Liaises with other City and outside personal and/or agencies.

Analyzes accidents or fire reports involving City equipment or personnel occurring on City premises and provide preventative or corrective recommendations to avoid reoccurrence.

Assists in accident investigations, including interviewing drivers and witnesses, examining accident scene and vehicles and moving or arranging the movement of vehicles.

Supervises support staff, if required.

Evaluates applicants for road test to obtain Class 5 city permits. Performs associated tests.

Maintains records and support material relevant to the Risk Management or Fleet Safety Operations.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of business insurance terminology, practices and procedures.

Ability to perform logical thinking.

Ability to take initiative action under broad guidelines.

Ability to understand and execute oral and written instructions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade, supplemented by completion of several building trades and safety related courses and a minimum of three (3) years experience in preventative and/or corrective safety work; for Fleet Operations: completion of the twelfth (12th) school grade, supplemented by courses in adult instruction and a minimum of three (3) years experience in adult instruction.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0650		0651	
Last Updated:	1995-08			
Previous Updates:	1983-06			
Originated:	1976-08			