



## Job Description

Position: HEO/Safety Coordinator  
Primary Location: Highway Department  
Employment Status: Add-on position/Non-Exempt  
Reports To: Highway Surveyor  
Description Updated On: December 29, 2021

### Summary/Objective

The Safety Coordinator supports safety compliance by monitoring the use of personal protective equipment (PPE) on all sites, emphasizes safe work practices on jobs, and inspects equipment. The position will work with foremen to implement general safety compliance at work sites and will perform due diligence in staying apprised of changes or updates to safety regulations and requirements. The Town of Milford will provide sufficient training in the areas of safety hazards and the Safety Coordinator will disseminate this information for workers in the field.

### Essential Functions

- Conducts pertinent safety Toolbox Talks (resources provided) and ensures participation.
- Works directly with current Safety Consultant on regulation updates and all required materials.
- Conducts general safety inspections at worksites, which may include but is not limited to fire extinguisher gauges and accessibility, chain and sling inspection for visible defects, and ladders for visible defects; ensures safe storage of materials, tests emergency lights, maintains clear walking areas, and oversees the general safety of the shop and tasks performed (guidance and resources provided).
- Conducts site visits to ensure compliance with safety policies and regulations, documents inspections, and documents any safety findings.
- Coordinates certifications such as, but not limited to, fire extinguisher annual certifications, annual lift inspections, etc.
- Assists in identifying and implementing any safety practices or equipment purchases as requested.
- Notifies SafetyNet client manager of any incidents or injuries, in addition to providing appropriate documentation.
- Uploads any training documentation or certifications to the SafetyNet account for safety management.
- Collects and uploads any Material Safety Data Sheets (MSDS) information.
- Collects and files paperwork for weekly and/or monthly Underground Storage Tank (UST) inspections;
- Tracks and manages SafetyNet compliance calendar.
- Ensures lockout/tagout policies are adhered to.
- Provides reports and any updates to the Highway Surveyor.

### Required Qualifications, Education, and Experience

- Must be employed as an HEO1,2 or 3 to qualify for position. Training will be employer provided via

training consultant.

### **Work Environment**

- The functions of this role are conducted in field environment.

### **Hours of Work**

- This role is paid on an hourly basis.
- This position is an “add-on” to an existing employee position and work corresponding hours.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **Other Duties**

The examples of duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related and within the scope the position.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_