Missouri Department of Transportation Job Description

Job Title: Central Office Safety and Health Manager

Title Code: R04601

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office - Safety & Emergency Management

Effective Date: 10-01-2025

Replaces (Effective Date): 02-01-2025

General Summary

The central office safety and health manager is responsible for leading, managing, developing, and organizing the department's employee safety and health programs; ensures compliance with federally mandated drug and alcohol testing programs; collaborates with districts and divisions to eliminate or reduce employee exposure to hazards in the departments various work environments. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Safety Management, Industrial Safety, Public Administration, or related field, **AND** six years of experience in an area related to safety/risk management or human resources, **OR**

- Ten years of experience in an area related to safety/risk management or human resources.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Answers and interprets safety concerns, employee health, drug/alcohol testing questions, and policy issues.

2. Develops safety policies, rules, and regulations plus related training programs.

3. Evaluates and recommends changes to network providers regarding pre-employment physical and drug/alcohol testing programs.

4. Oversees and monitors loss control investigations; reviews employee incidents, performs loss analysis, and develops preventative measures; identifies process changes that will improve employee safety and health.

5. Manages drug /alcohol testing programs and pre-employment/post offer physical programs.

6. Directs the evaluation and testing of safety equipment, products, and procedures.

7. Represents department and risk management on various national, state, and internal committees; attends and contributes to various quick action teams.

8. Performs supervisory responsibilities.

9. Performs other responsibilities as required or assigned.