

Missouri Department of Transportation Job Description

Job Title: Safety Specialist

Title Code: R04603

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices - Safety & Emergency Management

Effective Date: 02-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The safety specialist provides entry-level professional support for safety programs and processes. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Industrial Hygiene, Occupational Safety, or related field, **OR**
- Four years of experience in industrial hygiene or occupational safety.

Special Working Conditions/Job Characteristics

- Job requires frequent district-wide and occasional statewide travel.
- Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.
- Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

1. Coordinates the department's safety and occupational health programs.
2. Identifies and assesses risks, exposures, and hazards through development and management of control strategies for department operations.
3. Measures, evaluates, audits, and continually improves the effectiveness of hazard controls and control programs.

4. Conducts safety training, performs ergonomic assessments, and organizes industrial hygiene testing; may coordinate workplace security programs, including training.
5. Investigates workplace incidents involving department employees to determine cause and make preventative recommendations; may assess and review workplace locations for security risks.
6. Investigates workers' compensation, fleet vehicle liability, general liability, and property damage claims.
7. Compiles injury and vehicle accident statistics used to identify accident trends and develop prevention programs.
8. Conducts worksite audits of facilities, operations, and work activities; makes recommendations to minimize hazards and/or exposures and improve workplace security.
9. Serves as a safety resource on department teams and committees.
10. May assist district management in implementing and coordinating department processes involving employee occupational safety programs and workplace security.
11. May assist in environmental compliance programs per applicable federal, state, and local laws.
12. Performs other responsibilities as required or assigned.