Missouri Department of Transportation Job Description

Job Title: State Safety Coordinator

Title Code: R04256

Salary Grade: 12

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central Office – Safety and Emergency Management

Effective Date: 10-16-2025

Replaces (Effective Date): 02-01-2025

General Summary

The state safety coordinator is responsible for leading the department's occupational safety, security, and industrial hygiene programs. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

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

- Twelve years of experience in an area related to safety management or risk management.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Coordinates activities related to the department's occupational safety, security, and industrial hygiene programs.

2. Refines the vision and implements strategies to drive the culture of the department's safety programs.

3. Develops safety policies, rules, regulations, and safe operating procedures consistent with federal, state, and national consensus standards.

4. Performs, organizes, and develops training sessions related to occupational safety, security, and risk reduction programs.

5. Reviews employee incidents to determine causation and develops recommended corrective measures and process changes to prevent recurrences.

6. Performs safety observations, audits, risk assessments, and job safety analysis on department operations.

7. Performs industrial hygiene monitoring to determine employee exposure and makes recommendations for exposure control methods.

8. Provides technical expertise and support for the districts and divisions on safety, security, and industrial hygiene issues.

9. Establishes key performance indicators / metrics to define and measure success of the safety program.

10. Collaborates with districts and divisions to ensure the safety and security of employees and visitors; prepares employees to respond appropriately during crisis situations.

11. Leads or serves as a resource on various internal and external teams and committees related to safety and security.

12. Develops collaborative working relationships with federal, state, and local safety professionals and related organizations.

13. Performs supervisory responsibilities.

14. Performs other responsibilities as required or assigned.