



# MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	402	<b>JOB GRADE:</b>	12
<b>JOB TITLE:</b>	Coordinator Safety	<b>SALARY:</b>	\$46,680
<b>LOCATION:</b>	Risk Management	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Monday – Friday (8:00am – 5:00pm)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

**To be considered for this position a Montgomery County application and Resume are REQUIRED.**

**You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.**

**\*A VALID PICTURE ID IS REQUIRED TO TAKE CLERICAL TEST!**

**TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:**

**Typing: 40wpm      Admin: 80%      Math: 80%      Word: 80%      Excel: 80%**

<p><b>Testing Location:</b> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304</p>	<p><b>Testing Days/Time:</b> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.</p>	<p><b>NOTE:</b> First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.</p>
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### Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> <li>High school diploma/GED</li> <li>Must have formal training programs &amp; certifications in safety field.</li> <li>2-3 years of experience in safety related field, OSHA 30 hour training.</li> <li>Excellent interpersonal skills, flexible and adaptable to changing work environments</li> <li>Work is reviewed during and/or after completion.</li> <li>Must be a team player.</li> <li>May be required to work over 40 hours on call as needed.</li> <li>Must fluently speak, read and write English</li> <li>Must be proficient in Microsoft Office applications.</li> <li>Must pass criminal background investigation.</li> <li>Requires data entry and retrieval.</li> </ul> | <ul style="list-style-type: none"> <li>Must obtain the following licenses or acquire one of the following within 6 months of hire, Group 1 Life &amp; Health license, Property &amp; Casualty License, All Lines Adjustor's License, or Adjustor-Workers Compensation.</li> <li>Requires intermediate or advanced level operation of multiple types of machinery and/or equipment including motor vehicle, video equipment, various Personal Protective Equipment(PPE) and hand tools.</li> <li>Requires general knowledge of office related products, such as calculator, copy machines, basic computer operations, etc.</li> <li>Requires intermediate to advanced word processing, spreadsheet and/or other types of computer software experience.</li> </ul> |
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### Primary Job Duties

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| <ul style="list-style-type: none"> <li>Reports to and assists Safety Officer in all functions of the Safety Program on behalf of the County and receives assignment of any new responsibilities from Safety Officer and Assistant Director</li> <li>Responds to the scene of on-the-job injuries of employees to notify employee of WC rights, assist employees in the process for medical are follow-up on employee's status and documents scene.</li> <li>Responds to Elected/appointed Officials, Department heads, supervisors, and citizens regarding requirements for reporting of Incidents/Accidents.</li> </ul> | <ul style="list-style-type: none"> <li>Responds and provides for security of buildings/parking garage access.</li> <li>Provides weekly Safety Meetings with Departments.</li> <li>Assists in selection and distribution of PPE to employees and type of training warranted for specific job tasks.</li> <li>Receives in, reviews and analyzes data relating to occupational accidents, illnesses, exposures and injuries to assist the Safety Officer in compiling documentation and statistical reports as needed.</li> <li>Requires weekly reviews of workers compensation files, drug testing and third party administrators to</li> </ul> |
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- Provides or assists in educational classes for Safety Programs.
- Provides for inspections and reporting of AED equipment, fire extinguishers, sprinkler and security systems.
- ensure proper procedures are followed and employees are given proper care and treatment.
- Maintains privacy as required under federal HIPAA regulations and department regulations.

**After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.**

Position Number:	402-8332-1	Requisition Number:	2616
Date Posted:	05-03-2018	Equal Employment Opportunity Employer	