



## **Safety Coordinator**

Mt. Prospect Park District

**Contact Name:** Mary Kiaupa  
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**Closing Date:**  
**Salary:** \$53,000-\$55,000, DOQ

### **Description:**

Incorporated in 1955 and encompassing more than 454 acres, the Mt. Prospect Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, biking and walking paths, a dog park and sizable space for outdoor athletic programming. The District covers over 11 square miles and serves a region of over a quarter million residents in Mount Prospect and surrounding communities.

The District has a newly created full-time opportunity for a Safety Coordinator. Under the direction of the Human Resource and Risk Manager, the Safety Coordinator is responsible for the coordination of the District's safety and training programs as well as the overall general safety and risk management of the District.

The annualized salary range for the Safety Coordinator is \$53,000 to \$55,000, depending on qualifications. Plus, we offer a generous benefits package including IMRF pension, medical, dental, short-term disability, long-term disability (IMRF), life insurance, VSP vision (discount program), 457 deferred compensation plan, paid time off, and park district usage benefits and facility discounts.

Interested candidates should submit an application via Frontline/AppliTrack applicant tracking at:

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Administration>

Or, you can visit us at [www.mppd.org](http://www.mppd.org) – click Careers at the top right corner of the page and look for Vacancies/Administration/Safety Coordinator.

### **DUTIES:**

Oversee the safety processes and initiatives in compliance with District policy and state, federal and OSHA safety standards. Coordinate safety guidelines and requirements with the District's risk management agency.

Investigate accidents that occur and identify possible causes of the accident. Maintain records of safety-related incidents and accidents and propose corrective actions.

Develop safety procedures for loss and injury prevention and risk control based on loss trends and need. Prepare reports to keep management informed of incident history.

Perform regular site visits to ensure safety requirements are being followed. Provide constructive

feedback to District employees, volunteers, vendors and contractors regarding safety hazards and concerns.

Establish and maintain positive relationships with staff, patrons, commissioners and the community.

Handle open claims with the District's risk management agency.

Receive, address and manage workers' compensation notices. Coordinate with 3rd party workers' compensation claim specialists to address and process workers' compensation claims. Utilize workers' compensation portal to track and update incidents and to prepare reports.

Track, prepare and submit required OSHA reporting.

Work with department supervisors to manage the Certificates of Insurance (COI) process by reviewing and recording received COIs.

Coordinate and monitor monthly and quarterly safety inspections.

Implement and manage the District training programs to address safety and health requirements. Coordinate program training with relevant staff and training providers.

Update and maintain job task assessments and make recommendations to management as needed.

Work with department managers to create, maintain and track the CPR/AED certification.

Ensure that safety data sheets are current and readily available to employees.

Chair/Co-Chair the District's Safety Committee for reviewing and updating policies and procedures, analyzing trends and identifying needs at the District.

Act as a safety liaison for District employees.

Coordinate with the Human Resource and Risk Manager to create safety and wellness policies and procedures.

Attend professional conferences, workshops and seminars as appropriate with approval from the Human Resource and Risk Manager.

Assist in preparing budgetary reports for the District's safety initiatives.

Perform all other duties as assigned by the Human Resource and Risk Manager or Executive Director. However, in an emergency, perform all other duties as required.

#### QUALIFICATIONS:

Associate's Degree (Bachelor's degree preferred) in Risk Management, Occupational Health and Safety, Human Resource Management, Parks and/or Recreation Administration and/or closely related field plus 2+ years of experience in safety, risk management, human resources and/or closely related field or an equivalent combination of relevant education, experience and training.

Must be proficient in the use of computers and software applications, such as Google Workspace and Microsoft Office. Must possess knowledge of data-based management systems.

Must have knowledge of Occupational Safety and Health Administration (OSHA) guidelines and practices and be familiar with current state and federal labor laws and regulations.

Must possess a high level of energy, social skills, initiative and enthusiasm. Must be able to work cooperatively with others and be able to work harmoniously and maintain effective relationships with fellow employees, patrons, community groups, schools and other units of local government.

Must be detail-oriented, possess strong analytical and problem solving skills and have excellent verbal and written communication skills.

Must demonstrate leadership qualities to perform required work.

Must be able to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality.

Must possess effective time management skills and be able to work with deadlines and requests from other departments while maintaining the accuracy of work.

Must be able to work independently under the general direction of the Human Resource and Risk Manager.

Must be CPR certified or be able to obtain CPR certification within the first 6 months of employment and maintain certification throughout employment.

Must possess a valid driver's license. Must provide your own transportation.

Must be able to adhere to all Park District policies. Must be able to perform the job safely and in compliance with District policies, procedures, work and safety rules.

#### PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS AND REQUIREMENTS:

This position will require repetitive hand/arm movements such as when working on a computer keyboard, calculator, etc. There will be some bending and reaching for items off the floor and shelves. Must be able to lift 20+ pounds for supplies and other items. Must be able to speak to individuals and to groups of people. The general work area is primarily an indoor, smoke-free environment with controlled temperature and fluorescent lighting. There could be exposure to noise distractions from employees or equipment operation in adjacent work areas and infrequent exposure to cleaning materials and office supplies. If outdoors, there could be exposure to sun, humidity, rain, and warm and cold weather conditions.

Your work schedule may vary and your work week may exceed regular hours at times.

Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion or modification of essential job duties.

The Mt. Prospect Park District is an Equal Opportunity Employer.