



Human Resources

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Health & Safety Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP410	Risk/Claims Management	Health & Safety Specialist
PAY TYPE	PAY RANGE	REVISION DATE
Salary	\$69,451.00 - \$109,720.00	July 17, 2026

The Health & Safety Specialist develops and evaluates Safety and Health programs to ensure compliance with regulatory requirements. Responsibilities include root cause analysis, policy and operational analysis, emergency safety planning, and disaster planning at correctional institutions. Supports overall compliance efforts to reduce liability and exposure risks to the County.

FUNCTIONAL AREA

FACILITY MANAGEMENT

Plans, coordinates, and oversees construction projects related to health and safety.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREA

FACILITY MANAGEMENT

- Develops, implements, oversees, monitors, and evaluates Safety and Health programs, including but not limited to conducting Safety and Environmental Health inspections, accident(s) and near-miss investigations, vandalism reporting, root cause analysis, policy and operational analysis, emergency safety planning, and disaster planning.

- Assesses, maintains, and manages accurate and timely reporting of safety and environmental issues throughout all phases of construction and remodeling projects in accordance with OSHA regulations and laws.
- Conducts monthly fire and life safety inspections, including following up on corrective actions and recommendations for noted deficiencies.
- Performs and documents ongoing safe work observations for Facility Management.
- Oversees and monitors, but not limited to, facility chemical procurement, distribution, storage, and chemical spill response plans; maintain safety data sheets.
- Identifies, evaluates, and recommends remedial actions to reduce or abate occupational health and safety hazards at facilities, kitchens, work sites, and for vehicles, tools, and equipment. Manages and maintains fleet records for Facility Management, including monitoring vehicle conditions, tracking units, and assessing vehicle age.
- Coordinates with the Facilities Manager and Director to plan, develop, deliver, and coordinate safety-related training for the inmate population and staff, along with OSHA education programs.
- Plans, coordinates, and ensures the proper disposal of hazardous waste; maintains accurate hazardous waste reporting for County facilities.
- Researches safety issues related to construction projects and worker's compensation.
- Assists with developing and maintaining the facility condition index database for effective monitoring and reporting of activities and program objectives.
- Develops, plans, and implements safety standards in compliance with Federal, OSHA, State Occupational Safety, and Health Bureau guidelines and regulations.
- Maintains and manages the fiscal year budget; analyzes spending and develops budget plans.
- Coordinates and conducts monthly safety meetings and presents analyses of occupational injury trends. Actively participate in and assists with departmental safety meetings.
- Participates, but not limited to, in Accident and Safety Review Committees and assist with implementing accident prevention programs.
- Supervises the daily activities and assignments of staff, including overseeing work, managing time, and assessing performance.
- Maintains OSHA poster compliance and recordkeeping. Plans, coordinates, and manages construction projects related to safety and health for Bernalillo County employees, the public, and nonprofit organizations.
- Participates in an on-call rotation with Facility Supervisors.
- ****The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

METRO DETENTION CENTER (MDC)

- Develops, implements, oversees, monitors, and evaluates Safety and Health programs, including Safety and Environmental Health inspections, accident(s) and near-miss investigations, Defensive Driving Course (DDC)

instruction, root cause analysis, policy and operational analysis, emergency safety planning, and disaster planning.

- Develops, implements, and maintains a Countywide Safety Plan to prevent and eliminate accidents.
- Conducts monthly fire and life safety inspections and follows up on corrective actions and recommendations.
- Performs and documents safe work observations.
- Oversees and monitors facility chemical procurement, distribution, storage, and chemical spill response plans, including maintaining Safety Data Sheets (SDS).
- Identifies, evaluates, and recommends remedial actions to reduce occupational health and safety hazards in facilities, kitchens, work sites, vehicles, tools, and equipment.
- Coordinates with the Correctional Facility Training Supervisor to plan, develop, and deliver safety training for inmates and staff, along with OSHA education programs.
- Provides professional safety recommendations and support to Department Directors, management, employees, and contractors.
- Researches safety issues, law enforcement liability, and worker's compensation issues.
- Identifies, evaluates, and recommends corrective actions related to law enforcement liability, tort liability, and worker's compensation losses.
- Develops, plans, and implements safety standards in accordance with applicable Federal, OSHA, and State Occupational Safety and Health Bureau (OSHB) regulations.
- Participates in and coordinate risk analysis, cost-benefit analysis, and work hazard control techniques.
- Coordinates and conducts monthly safety meetings and presents analyses of occupational injury trends.
- Participates in Accident and Safety Review Committees and help implement accident prevention programs.
- Supervises staff, including assigning daily tasks, managing time, and assessing performance.
- Provides Powered Industrial Truck (PIT) training, maintains the PIT program, and ensures OSHA poster compliance and recordkeeping.
- ****The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Safety Management, Safety Occupational Health, Industrial Hygiene, or a related field.
- Eight (8) years of work experience in occupational safety, regulatory compliance, risk management, loss prevention or worker's compensation.

****Any equivalent combination of related education and/or experience may be considered for the above requirements.***

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Employee must provide copies of transcripts or documentation confirming education and experience with the employment application.
- Employee must complete eighty (80) hours of OSHA Outreach Training Institute classes.
- OSHA 500 or 501 certification must be obtained within nine (9) months of hire.

WORKING CONDITIONS

- Work is performed indoors and outdoors, including in correctional institutions, construction sites, and industrial settings.
- Work may involve standing or walking for extended periods, climbing ladders or stairs, and entering confined spaces such as crawlspaces or rooftops for inspections.
- Duties require kneeling, crouching, bending, twisting, and working with arms extended or bent.
- Work requires occasional lifting of up to fifty (50) pounds.
- Employee must use protective equipment and safety gear as required.
- Use of a County vehicle may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used includes computers, digital cameras, recording equipment, industrial hygiene equipment, vehicles, and standard office equipment (telephone, copier, scanner, calculator, facsimile machine).
- Materials handled include safety manuals, regulatory documents, reports, spreadsheets, graphs, and various office forms.
- Personal protective equipment (PPE) and specialized safety inspection tools are used regularly.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver's License (CDL)**, **firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA)**, **Federal Motor Carrier Safety Administration (FMCSA)**, or the **Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.