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Safety Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP237	**Risk/Claims Management**	**Safety Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**September 17, 2026**

The Safety Specialist develops, implements, and evaluates safety and health programs to ensure compliance with regulatory requirements. This includes conducting root cause and operational analyses, developing policies, and planning for emergencies and disasters at correctional institutions. Assists in overall compliance to reduce liability and exposure risks to the County.

Job Description

DUTIES AND RESPONSIBILITIES

- Serves as the County's designated safety and accident prevention representative to ensure compliance with safety program requirements.
- Develops, educates, and maintains safety procedures and programs focused on injury reduction, accident prevention, and loss control.
- Conducts risk assessments of job sites and facilities, including routine and follow-up inspections; recommends corrective actions for unsafe conditions and behaviors, including ergonomic improvements.
- Investigates accidents involving significant injury or property damage and recommend corrective measures to prevent recurrence.
- Performs follow-up investigations on significant workers' compensation claims.
- Writes reports, conducts accident trend analysis, and updates safety policies and recordkeeping procedures.
- Participates in the development and implementation of countywide safety programs.

- Coordinates with other safety, loss control, and risk management groups.
- Responds to inquiries from employees and department leadership regarding safety rules and procedures.
- Develops and conducts safety training, seminars, and workshops; advises the proper use of personal protective equipment (PPE), safety, and first aid supplies.
- Evaluates and recommends appropriate use of PPE, AEDs, and other safety-related equipment for various departments.
- Performs special projects related to loss control and safety as assigned.
- ***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 Industrial Safety Management, Occupational Safety, Safety Engineering, Fire Science, Industrial Hygiene, or a related field.
- Two (2) years of work experience in industrial, construction safety compliance or safety training.

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.
- Provide a copy of transcripts or other documentation with employment application confirming education and experience.
- Completion of eighty (80) hours of documented OSHA outreach training institute classes within 6 months from the date of hire; and OSHA 500 or 501 certification(s) must be completed within 9 months from date of hire.

WORKING CONDITIONS

- Indoor duties are performed in a temperature-controlled environment.
- Worker is exposed to natural weather conditions when performing outside safety inspection duties.
- Outdoor surfaces include natural ground, concrete, asphalt, ramps, stairs or wood decks.
- Work hazards or potential work hazards include the use of vehicles, ladders, stairs, solvents, chemical fire retardants and electricity.
- May conduct safety-related training in corrections setting.
- Work may include contact with inmates, and around solid waste operations.
- Worker handles various writing utensils, paperwork, files and reports when performing administrative duties.
- Worker employs safety equipment including safety glasses and hard hats as needed.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used in performing duties may include computer, digital camera, recording equipment, telephone, calculator, facsimile machine, scanner, photocopy machine and industrial hygiene equipment.
- Materials and products handled in performance of duties include logs, spreadsheet, graphs, pie charts, writing utensils, safety manual, rules and regulations, and various office forms.
- Safety equipment and vehicle are used in performance of duties.

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.