



**GLOUCESTER COUNTY**  
invites applications for the position of:

# **Workplace Training & Specialist**

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**SALARY:** \$62,237 +/- DOQ

**OPENING DATE:** 3/15/2021

**CLOSING DATE:** Open Until Filled

**Description:**

The Safety and Workplace Specialist performs leadership, managerial and administrative work functions developing, enhancing, coordinating and delivering a comprehensive safety program for Gloucester County public facilities and employees. Duties include interpretation of laws and regulations, creation and enforcement of policies, performing safety inspections, investigating workplace accidents, conducting and arranging training, keeping accurate records and generating required reports. Acts as the leader of the County's Safety Team, learning management system owner and liaison with risk insurance provider(s). Must exercise considerable initiative, independent judgement and collaborative skills in managing the safety program and interacting with all levels of employees. Demonstrates and exercises tact and courtesy in frequent contact with representatives of a variety of governmental and nongovernmental agencies. Reports to the Human Resources Director.

**Required Knowledge, Skills, and Abilities:**

Thorough knowledge of Federal, State and Local occupational safety and health regulations and their applicability to local government.

Thorough knowledge of standards, principles, trends, and current and accepted safety practices used to maintain safe working environments.

Thorough knowledge of training methods and ability to effectively instruct employees in a variety of safety related educational topics and safe work practices.

**Qualifications**

Bachelor's degree from an accredited college or university in Occupational Safety, Safety Engineering, Occupational or Environmental Health, Industrial Hygiene or a closely related field preferred.

Minimum four (4) years of experience in safety and/or risk management.

Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**Special Requirements**

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Possession of CPR, AED, and First Aid Trainer certification within one (1) year of employment with the County.

Possession of OSHA Public Sector Safety and Health Fundamentals Certificate preferred.

To be considered for this position, your online application must include your cover letter, resume, and three (3) professional references.

For a complete job description and to apply online, visit our website at: [www.gloucesterva.info](http://www.gloucesterva.info).

*Gloucester County is an Equal Opportunity Employer*