



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> Safety Officer	<b>Opening Date:</b> June, 5th, 2025	<b>Application Deadline:</b> Open until filled	<b>Job #:</b> 250601
<b>Department:</b> Human Resources	<b>Starting Salary:</b> \$24.00 - \$25.63/hr	<b>Location:</b> Bastrop, TX	<b>Travel:</b> Frequent

## INTERNAL AND EXTERNAL JOB POSTING

**Brief Job Description:** This position performs complex Human Resources, compliance, financial, safety, and risk management tasks for the employees of Bastrop County. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations as well as County policies and procedures.

**Knowledge, Skills and Abilities:** This position requires knowledge of general principles and practices of risk management basic data entry and auditing fundamentals and applicable laws as related to the operation of the agency. With the ability to perform multiple tasks simultaneously in a timely manner, communicate clearly and concisely, both verbally and in writing; in person and by telephone as well as strong communication, organizational, and analytical skills.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, possess a valid Texas Driver's license and conduct business in a professional, courteous manner.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

***Job Title:** Human Resources Safety Officer*

**Department:** Human Resources

**FSLA Status:** Non-Exempt

**Reports To:** Human Resources Director

**SUMMARY:** This position performs complex Human Resources, compliance, financial, safety, and risk management tasks for the employees of Bastrop County. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations as well as County policies and procedures.

**SUPERVISION RECEIVED AND EXERCISED:** Receives supervision from the Bastrop County Human Resources Director, Deputy Director and Team Lead.  
Exercises no supervision.

**DUTIES AND RESPONSIBILITIES** include the following:

1. Safety, risk and compliance management including safety training, facilitating drug testing and coordinating and conducting accident/incident investigations; Prepare and file required reports and maintain all other records required by regulatory agencies;
2. Act as a liaison between departments, county officials, and regulatory agencies; Provide guidance to department heads and supervisors on safety best practices; Remain current on federal and state safety regulations and make formal recommendations to the County regarding compliance with applicable laws and standards; Recommend and implement procedural changes to improve safety performance and reduce liability; Serve as a resource and subject matter expert on safety related issues for Bastrop County.
3. Manage the DOT Clearinghouse, and ensure full compliance with all applicable federal, state, and local regulations including, but not limited to the following areas:
  - Safety Regulations
  - Department of Transportation (DOT) Rules and Regulations
  - Legislative rules and statutes impacting workplace safety
4. Chair Bastrop County's safety committee and host quarterly safety meetings; Identify training and professional development needs by collaborating with department leadership; Assess workplace conditions and employee duties to determine appropriate safety training programs;
5. Performs the duties of Safety Officer during times of emergencies or incidents requiring the activation of the County's Incident Management Team.
6. Review loss and exposure data to identify trends and potential hazards; Prepare and distribute safety related publications to promote awareness; Maintain accurate records and logs of injuries, illnesses, inspections, trainings, and safety violations; Complete regulatory filings and maintain SDS (Safety Data Sheet) database;

7. Develop, schedule and provide safety training to all county employees, including but not limited to the following:
  - Emergency Readiness/Action Plan
  - Fire Extinguisher use and inspection training
  - HAZCOM
  - Incident Reporting Procedures
  - Harassment Training
  - Slips, Trips, and Falls
  - Entry Level Driver Training
8. Conduct safety and ADA inspections of county facilities, job sites, and equipment; Prepare and deliver quarterly safety reports to the Commissioner's Court, including identified deficiencies, safety concerns, and resource or training needs. Serve as a spokesperson for county safety initiatives and ensure transparency and communication regarding safety performance and objectives.
9. Performs related work or duties as assigned by supervisor or county leadership.

**OTHER FUNCTIONS:** Performs additional job-related duties as directed by supervisor. **Regular attendance is considered an Essential Function of this job. Evening and weekend work may be required during peak times. NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent and a valid Texas Driver's license. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

General principles and practices of risk management.  
Basic data entry and auditing fundamentals;  
Applicable laws as related to the operation of the agency;  
Personal Computer skills and software, including Microsoft Office and Adobe Pro  
Professional Customer Service skills;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Communicate clearly and concisely, both verbally and in writing; in person and by telephone;  
Strong communication, organizational, and analytical skills  
Comfortable speaking to groups and preparing reports  
Ability to learn and interpret local, state, and federal safety regulations  
Understand and follow verbal and written instructions;  
Complete routine business correspondence;  
Effectively speak to small audiences to convey information;

Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional and courteous manner;  
Record, and disseminate accurate information from telephone conversations and personal contact;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations, reading and writing, operating assigned equipment, and communicating with others;

- Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

- Walking, sitting, or standing for long periods of time; Lifting and carrying materials such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations;

- Interpreting federal laws and regulations;

- Prepare clear and concise reports;

- Making sound decisions in a manner consistent with the essential job functions.

Must be able to drive to the various offices for safety and compliance trainings.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Two years prior experience in workplace safety, risk management, trainer/instructor, compliance or related field.

**Education:**

Associate's or Bachelor's degree in Occupational Safety, Environmental Health, Public Administration, Risk Management, or a related field is preferred. Equivalent experience may be considered in lieu of formal education.

**Licensing:**

Valid Texas driver's license required; Must possess or be able to obtain instructor certification(s) relevant to workplace safety training.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*