



Tennessee Department of Transportation

Position Opening

The Tennessee Department of Transportation is accepting applications for the ***Director of Occupational Health and Safety***. This is an Executive Service position located at our Headquarter Office in Nashville, Tennessee.

Applications for this position require completion and submission of the following two items:

1. Letter explaining applicant's interest in the position
2. Résumé (maximum of two pages)

The above items should be provided to Shannon Teets via email at Shannon.Teets@tn.gov by 4:30 p.m. Central Standard Time on Friday, March 25, 2016.

For additional information you may contact Delaine Linville, Assistant Bureau Chief, via email at Delaine.Linville@tn.gov or via telephone at (615) 532-6795.

Director of Occupational Health and Safety

Minimum Qualifications

Education and Experience: The minimum required knowledge, skills, and abilities to satisfactorily perform job duties are acquired through graduation from an accredited college or university with a bachelor's degree in engineering, environmental or occupational health and safety, or safety management. At least five years of environmental or occupational health and safety experience is required at a medium size or large manufacturing or construction organization with progressively more responsible management experience. The OSHA 30-hour construction safety designation and a valid driver's license are also required.

Salary: \$96,432

Preferred Qualifications

Professional Engineer license, Certified Safety Professional or Certified Industrial Hygienist designation and/or Master's degree in related field.

A successful candidate will be able to demonstrate the following qualifications:

- A thorough understanding of construction safety regulations and documented record of success in improving safety in an organization with multiple locations
- Comprehensive knowledge and experience implementing OSHA and other legal/regulatory requirements
- Demonstrated ability to manage, motivate, and coach people in a positive, professional and productive work environment



- Proven ability to function in a deadline and data driven organization
- Excellent project management, planning, and organizational skills with the ability to effectively manage several initiatives at one time while providing great attention to detail and follow-through
- Established leader with excellent communications skills, which includes the ability to interact with all levels of the organization, give effective presentations and convert technical information into practical business requirements and solutions

Position Description

Responsible for designing and implementing a statewide occupational health and safety program that influences and supports a culture that is passionate about safety and a workforce that is dedicated to preventing work place incidents and related losses.

Essential Duties and Responsibilities

- Hires, manages, directs and develops a safety staff that is committed to accomplishing stated performance goals and program objectives for both internal and external/contractor partners
- Creates and implements a system that ensures mandatory compliance with health and safety standards; plans, organizes, budgets, and tracks completion and effectiveness of activities intended to achieve safety objectives and implement administrative and technical controls that eliminate or reduce hazards
- Develops a safety training program that provides all employees and managers with the knowledge and skills necessary to recognize hazards and perform their jobs safely and effectively



- Maintains safety and health information to meet government requirements, as well as to provide data for problem solving and decision-making
- Determines appropriate methods to uncover the facts related to an accident or incident based on witness interviews, site inspections and collection of other evidence and ensures that effective action is taken to prevent reoccurrence
- Assesses safety and health risks associated with equipment, materials, processes, facilities, or abilities; helps to identify conditions or actions that may cause injury, illness, or property damage
- Helps managers establish safety objectives, plan programs to achieve those objectives and integrate safety into TDOT's culture
- Coordinate with the State of Tennessee's Claims Management vendor and TDOT Human Resources to help contain Worker's Compensation costs; implement and manage the department's Return to Work program
- Assist in the coordination and management of the TDOT Safety-Sensitive Drug and Alcohol program and administer post-accident drug and alcohol testing for TDOT employees; maintain and monitor third-party administrative contract
- Establishes Emergency Response training and coordination with regard to auditory and visual communications pertaining to emergencies such as TDOT facility fires, accidents, or other disasters; identifies and implements design features and procedures to protect facilities and buildings from threats that introduce hazards (i.e. Active Shooter)
- Interacts regularly with Division Directors, Chief Engineer's Office, Community Relations, Bureau of Environment and Planning, Bureau of Administration and Commissioner's Office to develop or improve existing Policies and Procedures

Other Job Duties

Performs other job duties as assigned.