



CITY OF LITTLE ROCK
invites applications for the position of:
**Public Works Safety
Technician**

An Equal Opportunity Employer

DEPARTMENT: Public Works Department

FULL SALARY RANGE: \$13.42 - \$20.67 Hourly
\$27,918.00 - \$42,994.00 Annually

JOB TYPE: A1 -Full Time- Regular Position

FLSA: Non-exempt position, eligible for overtime compensation.

OPENING DATE: 03/10/21

**CLOSING
DATE:**
03/17/21 11:59
PM

GRADE: 707

OPENINGS: 1

REQUIRED LICENSES AND/OR CERTIFICATIONS: A valid Arkansas Class D Non-Commercial Drivers License before employment and maintain licensure for the duration of employment in this position

SAFETY/SECURITY SENSITIVE DESIGNATION:

This position is **not** designated as a safety/security sensitive position and is **not** subject to random drug and alcohol screening.

JOB OBJECTIVE AND ESSENTIAL FUNCTIONS:

To coordinate and present safety and work training programs for employees of the Division of Operations in the Department of Public Works Operations.

For a complete list of essential job functions, please click [here](#).

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

These knowledge, skills, and abilities are usually, although not always, acquired through completion of two (2) years of college level course work or vocational training in Industrial Safety, Occupational Safety, Transportation Safety, or a related area; two (2) years of experience in conducting employee safety program activities, or a related area; one (1) year of computer experience. Equivalent combinations of education and experience will be considered.

DISCLAIMER: This document does not create an employment contract, implied or otherwise.

APPLICATION REQUIREMENTS:

- Online applications only
- Applicant's answers to supplemental questions will be used to screen for minimum qualifications electronically.
- Please include a complete work history when completing application. Work history may impact initial salary offer amount for the successful candidate.
- List of qualified applicants will be considered active for up to six (6) months and may be used to fill future openings with same or similar minimum qualifications.
- All communication regarding application status will be sent to candidates via text message/ email address listed on account.
- You may check your [NeoGov inbox](#) to review all notices sent to the email address associated with your applications.
- Applicants may check application status for any position by logging into their [account](#) at or contacting Human Resources at (501) 371-4590 if they are having computer difficulties.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.littlerock.gov/for-job-seekers/city-employment/>

Job #PW-2021-03
PUBLIC WORKS SAFETY TECHNICIAN
TB

THE CITY OF LITTLE ROCK HUMAN RESOURCES
500 West Markham, Suite 130W
Little Rock, AR 72201-1428
501-371-4590
HR-Employment@littlerock.gov

Public Works Safety Technician Supplemental Questionnaire

- * 1. Do you possess or will you be able to obtain a valid Arkansas Class D (Non-Commercial Vehicle) Driver's License within thirty (30) days of employment?
- Yes No

- * 2. Have you completed at least of two (2) years of college level course work or vocational training in Industrial Safety, Occupational Safety, Transportation Safety, or a related area
 Yes No

- * 3. Do you have experience in performing safety audit inspections of Division facilities and conducting employee safety job analysis to ensure safe working conditions and compliance with the organization's Safety Manual and all applicable procedures and regulations?
 Yes No

- * 4. If yes, please describe all relevant experience including tenure, job duties, and employers. Ensure this information is included in your online work history. If no experience, please enter N/A.

- * 5. Do you have experience maintaining hard copy and computer files and records of Material Safety Data Sheets (MSDS)?
 Yes No

- * 6. If yes, please describe all relevant experience including tenure, job duties, and employers. Ensure this information is included in your online work history. If no experience, please enter N/A.

- * 7. Do you have at least two (2) years of experience in conducting employee safety program activities, or a related area?
 Yes No

- * 8. If yes, please describe all relevant experience including tenure, job duties, and employers. Ensure this information is included in your online work history. If no experience, please enter N/A.

- * 9. Do you have at least one (1) year of computer experience?
 Yes No

- * 10. Please indicate which of the following software packages you have utilized for one (1) year or more:
- Microsoft Windows
 - Microsoft Excel
 - Microsoft Outlook
 - Microsoft Word
 - Microsoft Access
 - Microsoft PowerPoint
 - spreadsheet software
 - word processing software
 - NO computer experience
- * 11. How did you find out about this particular position?
- LRJobs.net
 - Facebook
 - LinkedIn
 - Arkansas Business
 - Newspaper (Arkansas Democrat Gazette or El Latino)
 - City Employee
 - Friend or relative who does not work for the City
 - Internet Search Engine
 - College/University Career Page
 - Job Fair
 - Other
 - Career Counselor (Military)
 - Career Counselor (Workforce, Goodwill, or other)
 - Re-entry Program
 - Virtual Job Fair
- * Required Question