



Job Opening

The City of Huntingburg

Is currently seeking to fill a full-time
Safety/Risk Management Director

- This full-time position receives general supervision from the Mayor under direction from the Board of Public Works and Safety of the City of Huntingburg. This position:
 - Develops, implements and coordinates the City's safety and accident prevention program
 - Administers all City property, liability and fleet insurance programs
 - Administers the City worker's compensation insurance program
 - Administers the City drug testing program
 - Obtains and maintains Material Safety Data Sheets for the City
 - Coordinates and plans training for City employees that includes but is not limited to: CPR, NIMS, Confined Space, Shoring, Personal Protective Equipment, etc.
 - Coordinates CDL licensing
 - Maintains the severe weather alert system
 - Prepares annual reports for OSHA
 - Maintains the City's Emergency Response Plan Book
 - Must have the ability to be on 24-hour on-call in case of extreme emergencies
 - Must have the ability to occasionally work extended weekend and/or evening hours
 - Any other duties as deemed necessary

**Applications are available at City Hall Receptionist Desk 508 E. 4th Street
Monday through Friday 8am to 5pm.**

Applications & Resumes will be accepted until 5pm on August 19, 2022

Applications/Resumes may be turned into or sent to:

City of Huntingburg Office Manager

508 E. 4th Street

PO Box 10

Huntingburg, IN 47542

The City of Huntingburg is an Equal Opportunity Employer.

If you have any questions concerning this post, please contact the Office Manager at 812-683-2211.