



CULLMAN COUNTY COMMISSION

VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	7/9/2025	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	SAFETY COORDINATOR	
DEPARTMENT	SAFETY & LOSS PREVENTION	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal	
PAY GRADE	Grade C7, Step TBD based on qualifications and experience	
POSITION DESCRIPTION	Works under the direction of the Safety Director in facilitation of the overall county safety program. Duties include assessing safety, enforcing safety policies, standards and procedures and educating employees in safe work practices. The position involves monitoring operations to mitigate hazardous activities and following county policies to promote safety awareness among employees. Required to inspect workplaces and products to ensure a safe working environment and provide safety training. Provides support and guidance for all safety sensitive departments with their monthly safety inspections and safety meetings. Investigates accidents to determine root cause(s) and develops corrective measures to prevent future recurrences. Other duties may be assigned.	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none">• Proficiency with Microsoft Office• Office skills including typing, filing and computer skills including creating spreadsheets and word processing documents.• Good verbal and written communication skills.• Ability to maintain records and files (paper and electronic files).• Willingness to learn Alabama Workers Compensation requirements.• Willingness to learn the mechanics of insurance claim filing and workers compensation reporting.• Willingness and availability to attend conferences and seminars and/or other safety courses.• Willingness and availability to work non-standard hours as required.• Must possess the academic ability to become certified as an Alabama Certified Risk Management Specialist through the Alabama Association of Personnel Administrators.• Must possess a valid Alabama driver license and be in compliance with the County's insurance requirements for operating a county vehicle.	
EDUCATION	High school diploma (or equivalent) required. Two (2) years' experience in insurance claim filing preferred.	
HOW TO APPLY	<p>Employment applications are available on our website at www.co.cullman.al.us , or from the Personnel Department at the County Courthouse, 500 2nd Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;">Mailed to: 500 2nd Ave SW, Cullman, AL 35055 Emailed to: personnel@co.cullman.al.us Faxed to: (256) 775-4670 The Personnel Department may be contacted at (256) 775-4884</p>	

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