

POSITION DESCRIPTION						DEPT ID/BUDGET CODE BWC600855	
Class #: 66435		Title: WC External Auditor/Employer Service Supervisor				PN:20067925	
DIVISION Safety Services		DEPARTMENT / WORK UNIT Field Safety Operations – (FSO)		COUNTY OF EMPLOYMENT Lucas			
☐ New Position ☒ Update ☐ Reclassification (note previous class here)				Report In Location: Toledo Service Office			
WORKING TITLE OF POSITION Field Safety Supervisor			POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR (see org tree)				
☒ Permanent ☐ Temporary ☐ Intermittent		☒ Classified ☐ Unclassified		FLSA status: ☐ OT Eligible ☒ OT Exempt If OT Exempt, exemption type(s): ☐ Exec ☐ Admin ☒ Prof ☐ High Comp		Bargaining Unit: 22 Page 1 of 2	
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm							
%	Job Duties in Order of Importance			Knowledge, Skills & Abilities			
60	Under general supervision, supervises all Field Safety Operations staff (e.g. Industrial Safety Consultants, Industrial Hygienists, Ergonomists) within assigned region: plans, designs, & administers programs in the implementation of Field Safety Operations procedures & techniques related to all Field Safety Operations , Safety Grant, Safety Council, & technical safety & health employer training programs (e.g. supports & promotes all Safety Services programs as participant or trainer); ensures staff maintains working knowledge of & compliance with applicable agency, state &/or federal laws, rules, regulations, standards, policies & procedures; plans & directs the delivery of health & safety programs & services to employers & employees of the State of Ohio, including injury prevention, claims management & risk reduction strategies (e.g. industrial safety services, construction safety services, industrial hygiene services, transitional work program marketing , ergonomic services, & other safety & health programs. Utilizes the Loss Analysis Tool (LAT), assigns & distributes work to Field Safety Operations personnel & support staff based upon required skill sets; coordinates & provides functional guidance & expertise in direct consultation with QA/Ts for special/difficult Field Safety Operations issues & resolves problems; coordinates Field Safety Operations' functions with other safety services sections/units (e.g. PERRP, OSHA On-Site, Safety Council Program, Safety grant program, etc. & internal departments (e.g. Claims, Policy Processing Department, , Special Investigation Unit, Premium Audit, Compliance Department, Injury Management) & works collaboratively to identify & address injured worker & employer related issues; identifies & defines problems related to the agency/employer relationship; recommends & implements new concepts & programs in Field Safety Operations,, loss prevention, workers' compensation coverage issues, occupational safety, industrial hygiene, ergonomics; advises local Field Claims Director and the Service Office Manager of OSS policy & procedure implementation, & changes necessary to improve operations & lower costs.			Knowledge of federal, state & local safety, health & fire prevention laws, rules regulations & national voluntary standards; principles of safety management; safety training techniques & program development; industrial & construction safety practices; BWC policies & procedures*; physical sciences (e.g. physics, chemistry, ergonomics, industrial hygiene) or engineering; accounting, management*, employee training, Workers' Comp. Federal/State tax, interviewing, counseling, principles of BWC claims operations*; BWC rehabilitation services*; supervisory principles & techniques*; human relations; public relations; sales & marketing principles & techniques. Knowledge of BWC rules & regulations regarding Risk Administration (e.g. Risk classifications, experience rating, retrospective rating, loss control, premium rates)*; Skill in the use of Microsoft Office suite (e.g., Outlook, Excel, PowerPoint etc.), data analytics and visualization tools (e.g., Native Tableau dashboards), and BWC enterprise systems supporting filed work, grant applications, claims, policy, and operational management to analyze data, track performance metrics, prepare reports, and support staff supervision and program oversight. Understanding of safety testing equipment (e.g. noise meter, video equipment). Ability to comprehensively analyze & evaluate the effectiveness of the regional Field Safety Operations program; identify problems in a complex set of variables; establish professional rapport & effective working relationship with employers, special interest groups, other BWC departments, & the public; investigate & resolve complaint/problems; handle sensitive face-to-face & telephone inquiries from employers, special interest groups, other BWC departments, & the public; effectively manage off-site employees; build & maintain a positive working atmosphere of growth & participation; define problems, collect data, establish facts, & draw valid conclusions; read & record figures accurately;; maintain accurate records; understand manuals & verbal instructions; write meaningful, accurate & concise reports; read & understand technical documents; facilitate effective virtual and in-person team meetings. (*) developed after employment			

20	Plans & administers job assignments & reviews job tracking system management reports to ensure efficient delivery of services & effective utilization of personnel resources; prepares reports concerning performance measures of Field Safety Operations Team (e.g. amount of work completed, number of employers visited, number of unique employers serviced by staff, report number of safety grants submitted & approved by staff, report number & types of loss control requests received & resolved, time spent with customers, training sessions conducted, loss prevention consultations with employers) & identify/share with other offices positive performance trends &/or resolves employees &/or team performance deficiencies; reviews employer complaints and makes appropriate assignments to staff for resolution, reviews monthly management reports regarding employer complaint tracking system and resolves outstanding complaints; reviews and monitors assignment tracking application, adds new assignments for appropriate staff, reviews assignments for accuracy plans & directs professional development for all staff members to ensure continuing professional growth & advancement to support programs & initiatives administered within the service region; develops individual performance enhancement plans; identifies & recommends team &/or individual training (e.g. "consulting for impact" techniques); observes performance of team members during onsite and virtual employer worksite visits; oversees technical expertise of team members; provides input to Director of Field Safety Operations regarding new initiatives as well as strategic & long range planning for Field Safety Operations; represents Director of Field Operations at BWC Management meetings, Statewide Committees & Task Force meetings such as State School Board Association, National Federation of Independent Businesses, Ohio Chamber Commerce.	Same as above
10	Maintains professional contacts & fosters relations with federal, state, & municipal agencies & other public & private organizations such as chambers of commerce, safety councils, trade & professional associations for business & professional associations in the safety & health field, third-party administrators (TPAs), prepares & delivers presentations to organized labor groups, employer trade association & professional safety & health associations regarding accident injury & illness prevention, occupational health & safety services & agency programs & initiatives; represents agency at local & national conferences, seminars, workshops & related events; resolves customer complaints; responds to customer requests for information (e.g. account maintenance issues, criteria for loss prevention programs, services available to employers); attends training sessions when offered to learn functions and enhancements.	Same as above
10	Identifies needed funding for the annual & biennial budget process to support service delivery; reviews & approves expenditure requests for safety & health programs & initiatives, personnel requests for leave & expense reimbursements; prepares requisitions for new staffing levels, postings of existing vacancies &/or recommends alternative classifications for vacant positions; represents Management in grievance hearings; directs & administers fleet of vehicles for staff to deliver field services; conducts virtual and in-person staff meetings; monitors & observes staff performances; completes annual staff performance evaluations timely; approves request for sick leave, vacation; counsels & disciplines employees; submits weekly, monthly reports.	Same as above plus This position is Overtime Exempt. Position requires travel; therefore, persons occupying this position must be able to provide own transportation &/or legally operate a state-owned vehicle.

List Position Numbers & Job Titles of Positions Directly Supervised: (see org tree)	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		06/30/2026

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