

Position Description

Job Title:	RSI – Employee Safety	Revision Date:	
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Kyle Wilson
Hourly Rate:	\$17.00 - \$18.50	Application deadline:	September 30, 2025
Position Type	Temporary/Seasonal Employment; Nine (9) Months in Duration		

Overview of the City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents can reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The PPR Employee Safety department manages the needs for safety among employees and develops a safety culture for the department. This is a support service role within the PPR Human Resources department. In addition to providing general support to the Employee Safety Officer, this employee will perform database maintenance, perform data analysis, identify opportunities for improvement, and ensure compliance with departmental safety standards. Work includes operating a standard office computer and is performed under the supervision of the Employee Safety Officer. This position is a great opportunity for an occupational safety technician or data analyst looking to improve their skills within a major city department. Employees are paid hourly

Responsibilities

- Analyze safety data to identify trends and opportunities for improvement.
- Generate reports and data visualizations using Microsoft Office.
- Manage physical and digital filing systems for PPR Safety documents.
- Review City of Philadelphia and PPR policies to determine document retention requirements.
- Scan and digitize physical safety documents for electronic storage.
- Follow up on incident reports to ensure completeness and accuracy.
- Assist with recordkeeping and material distribution at employee training sessions.
- Maintain email correspondence and provide administrative support.
- Prepare summaries and reports for community events and hearings.
- Other duties as assigned.

Competencies, Knowledge, Skills, and Abilities

- Experience in Microsoft Excel, Word, PowerPoint, and Outlook.
- Ability to understand, interpret, and apply City of Philadelphia and Parks & Recreation (PPR) policies and procedures.
- Exceptional attention to detail and accuracy in all tasks.
- Ability to work independently with moderate supervision while actively contributing to a collaborative team environment.
- Effective interpersonal skills with the ability to engage and communicate with diverse populations.
- Strong organizational skills for managing digital and physical documentation.
- Ability to manage time effectively, prioritize tasks, and handle multiple responsibilities simultaneously.
- Accurate and efficient data entry skills, with the ability to meet deadlines.
- Working knowledge of general clerical and administrative procedures, including filing, scheduling, and recordkeeping.

Qualifications (Education and Experience)

- Some college experience preferred.
- High School Diploma or Equivalent required
- Knowledge of MS Office required.
- Administrative / Clerical Experience required.
- A driver's license is NOT required.

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a resume and cover letter to Kyle.Wilson@Phila.gov.
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>.