

SAFETY OFFICER

REPORTS TO: Assistant Superintendent, Department of Plant Management

POSITION SUMMARY: Under the general supervision of the Assistant Superintendent of the Department of Plant Management, this position is responsible for organizing, planning, implementing, and maintaining a program of accident prevention activities that ensures a safe environment for employees of the school system.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Coordinates compliance with all pertinent Occupational Safety and Health Act (OSHA) rules, regulations and requirements.
2. Develops accident prevention and control programs for the school system.
3. Coordinates safety activities of unit managers to ensure implementation of safety activities throughout the school systems.
4. Arrange and coordinates safety training sessions to include handling of hazardous chemicals.
5. Prepares and disseminates safety training materials, bulletins, pamphlets, and other related safety materials in order to maintain a high level of safety awareness.
6. Informs management of system-wide safety problems and approaches towards correcting those problems.
7. Apprises management of news, rules and regulations that impact the organization.
8. Maintains liaison with outside agencies such as the Federal Department of Labor, State Department of Labor, the fire department and rescue teams to assure information exchange and mutual assistance.
9. Devises methods to evaluate safety program and conducts or directs evaluations.
10. Evaluates for management the potential extent of injuries resulting from accidents.
11. Evaluates technical and scientific publications concerned with safety management.
12. Participates in activities related to professional organizations in order to update knowledge of safety program developments.
13. Prepares reports as requested or necessary.
14. Maintains complete and accurate records required.

SUPERVISORY RESPONSIBILITIES: Supervises one (1) clerical employee

HOURS AND WORKING CONDITIONS:

- Term of employment is twelve (12) months.
- Is located in a private office at the Central Administration Building.
- Travels to locations for safety inspections and training.

MAJOR ACCOUNTABILITIES: Ensures the implementation of the Hazardous Chemical Right-To-Know law and the Occupational Safety and Health Act (OSHA) Hazard Communication Standard. Ensures the maintenance of the program dealing with hazardous waste and Environmental Protection Agency regulations.

EDUCATION AND TRAINING: Must have minimum of a B.S. Degree in Industrial Management and Safety or sufficient related training and experience to meet requirements of the position.

EXPERIENCE: Minimum of three years experience in Industrial Safety, Industrial Management, or three years of successful management of some related area.

OTHER: Must have the ability to organize, plan, implement, coordinate, and maintain activities related to a system-wide program of safety; must have a thorough knowledge of Occupational Safety and Health Act (OSHA) rules and regulations; must have good general knowledge of hazardous chemicals and the proper management of such materials; must be able to develop and recommend operational safety policies and procedures for the school system; must have good verbal and writing skills; must have good interpersonal skills; must be physically able to perform all duties required of the position.

PERFORMANCE APPRAISAL: Performance will be evaluated in accordance with board policies and procedures as set forth in the Administrative Performance Appraisal Manual.