

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

SAFETY OFFICER I

QUALIFICATIONS:

- (1) Associates Degree in Occupational Safety/Health, Environmental Science, or Public Safety specialized technical training, as may be obtained through military service plus five years of significant experience
- (2) Minimum of 2 years of significant, professional experience dealing with occupational safety environmental management and/or public safety.
- (3) Certification as State of Florida Special Fire Safety Inspector, or ability to obtain and maintain certification.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of appropriate federal, state and municipal regulations. Ability to think clearly, prioritize, and organize activities. Ability to read, analyze, and interpret periodicals, professional journals, technical procedures and laboratory results. Ability to write reports, business correspondence, and procedure manuals. Ability to use environmental/health monitoring equipment and appropriate computer applications.

REPORTS TO: Division Chief – Protection Services

JOB GOAL

To assist in the development and implementation of programs and protective measures to ensure the security and safety of all students, staff, visitors and assets owned by the district. Promote safety as a core organizational value. Supports strategies to reduce incidents resulting in financial liability, thereby reducing costs associated with worker's compensation and general liability claims.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assists in the implementation of District-wide safety, health and environmental programs.
- * (2) Assists in the collection, analysis and interpretation of accident data.
- * (3) Assists in the implementation of District-wide emergency planning programs.
- * (4) Conducts staff-training program addressing all appropriate security, safety, health, and environmental and emergency management programs.
- * (5) Conducts job hazard analyses.
- * (6) Conducts inspections and compliance audits of District facilities as required by federal, state and municipal regulations.
- * (7) Conducts accident investigations and prepares reports for submission to Division Chief and Workers' Compensation Adjuster.
- * (8) Performs assigned role when Incident Command System is activated within the District.

Inter/Intra Agency Communications Delivery

- * (9) Advises Division Chief on the status of safety, health and environmental issues, which have or may impact the District.
- * (10) Serves as alternate district representative at Escambia County Emergency Operations Center.

SAFETY OFFICER I (Continued)

- * (11) Communicates with federal, state and municipal safety, environmental and health agencies as required in regard to regulatory compliance process.
- * (12) Provides technical guidance and facilitates corrective actions for facility administrators in regard to compliance with applicable rules and regulations.
- * (13) Develops working relationships at all levels of District support staffing for purpose of facilitating behavioral based safety management, corrective actions and learning process.

Professional Growth and Improvement

- * (14) Keep current on proposed new federal and state environmental regulations, requirements and laws that impact any operations of the School District.
- * (15) Promote and support professional growth for self and others.
- * (16) Maintain a network of peer contacts through professional organizations.
- * (17) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (18) Maintain professional certification for conducting necessary inspections.

Systemic Functions

- * (19) Respond to inquiries and requests for assistance in a timely manner.
- * (20) Prepare all reports in a timely fashion and maintain appropriate records, including District, state and federal reports that are required for compliance.
- * (21) Maintains appropriate records for regulatory compliance process.
- * (22) Maintain technical equipment in operational condition.
- * (23) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (24) Maintain high level of integrity and objectiveness in all aspects of job performance.
- * (25) Set high standards and expectations for self and others.
- * (26) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (27) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (28) Facilitate problem solving by individuals or groups.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Must be able to bend, climb ladders and operate in uncontrolled environments.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 16

DATE OF REVISION: April 24, 2007