

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

04/2015	SAFETY OFFICER	2.4.4
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing safety duties to ensure safe and healthy learning and working environments and safe and healthy behaviors.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from an assigned supervisor, and technical and functional supervision from higher level positions. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed to assure compliance to standards and measured results. This role is advisory to other departments.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Works collaboratively with all departments and personnel to implement safety and risk initiatives.

Conducts safety inspections of District facilities, playgrounds, buildings, and any hazards. Recommends corrective actions and follows-up on implementation.

Represents District during fire and safety inspections with Fire Marshals, insurance companies, and Oregon OSHA. Recommends corrective actions and follows-up on implementation.

Develops, evaluates effectiveness, and updates District safety-related policies and procedures.

Creates and conducts safety trainings and materials.

Conducts accident investigations for employee injuries, fires, student injuries and other hazardous situations. Recommends corrective actions and follows-up on implementation.

Advises and supports District's safety committees.

Conducts ergonomic assessments and makes recommendations regarding same.

Analyzes statistical information associated with District safety and workers' compensation programs to identify trends and direct safety efforts.

Supports the Security Department in the design, implementation, management and evaluation of the Emergency Preparedness program. Assists with the review of site-specific plans. Assists with the implementation of a district-wide emergency plan.

Participates in industry and inter-agency organizations related to education and safety.

Performs related duties consistent with job description and assignment.

Maintains regular and consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and procedures related to occupational safety practices and behavior-based safety practices.

Oregon OSHA required programs.

State, federal and local codes related to fire, life and safety issues.

Consumer Product Safety Commission guidelines for playgrounds.

Ergonomic principles and their application in educational, office and industrial environments.

Proficient use of Microsoft Excel, PowerPoint and Word programs.

Ability to:

Communicate, learn, teach, research and use technology.

Obtain certification as a Certified Playground Safety Inspector (CPSI).

Prepare professional reports, charts, letters, training programs, and other materials.

Perform duties using a computer

Learn specialized software programs.

Independently plan and effectively fulfill responsibilities of assigned area of work.

Interpret and explain policies, practices, laws, codes and procedures.

Provide training to employees in safety and health programs.

Represent the District at public meetings and legal hearings.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships.

Provide excellent customer service.

Complete duties in a timely and efficient manner.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate.

A representative way to obtain the knowledge and abilities is:

Experience:

Five or more years of progressively more responsible safety management experience, preferably in school districts and/or public entities.

Training:

Bachelor's degree or equivalent with major course work in safety, environmental health, risk management or a related field.

Certifications in safety or risk such as Certified Safety Professional (CSP), Certified Safety and Health Manager (CSHM) or Associate in Risk Management (ARM).

Certified Playground Safety Inspector (CPSI).

Work Environment:

This job is performed in a variety of settings including in schools, facilities, vehicles, grounds and streets. There is routine exposure to all weather elements including heat, cold, rain, snow and ice. There is regular exposure to noise, vibration and potentially hazardous chemicals, environments and physical hazards.

There is a high level of contact with District personnel, students, outside agencies and the community.

Physical Requirements:

This job is highly mobile and is performed in a variety of environments in the schools and other District property.

Ability to visit all sites and environments to perform assessments and inspections.

Frequent reaching, handling, fingering, walking, climbing, stooping, kneeling, crouching and crawling. Occasional climbing, grasping, lifting and carrying. Mobility to work in a typical office setting, use standard office equipment, and get to all areas of work. Stamina to remain seated; to maintain concentration for an extended period; and to complete physical activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near and far acuity, depth perception, focal length change, color vision, peripheral vision and read printed and electronic materials.

Strength: Light/Medium – Exert force to 35 pounds occasionally and/or 25 pounds of force frequently to move objects. May involve significant stand/walk/carry/push/pull.

Salem-Keizer School District is an equal opportunity employer.

Position: Safety Officer

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____