



**Job Title:** Safety Officer

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 13

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
**APR 19 2022**  
DR. TIMOTHY A. SMITH, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this job is to assist in the management, 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.

## **ESSENTIAL JOB FUNCTIONS**

- Assists in the implementation of District wide safety and health programs.
- Assists in the implementation of District wide emergency planning programs.
- Conducts inspections and compliance audits of District facilities as required by federal, state, and District requirements.
- Facilitates American Heart Association Heartsaver CPR and First Aid Courses in compliance with American Heart Association requirements.
- Trains and certifies school-based personnel in FDOT Crossing Guard requirements.
- Monitors certified crossing guards for compliance with FDOT requirements.
- Assists with the monitoring, programming, maintaining, and installation of District's access control system.
- Assists with maintaining the District's handheld radio program.
- Performs assigned role when Incident Command System is activated within the District.
- Advises department leadership on the status of safety, health, and environmental issues, which have or may impact the District.
- Serves as a District representative at Escambia County Emergency Operations Center.
- Communicates with federal, state, and municipal safety, environmental, and health agencies as required regarding regulatory compliance process.
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- Provides technical guidance and facilitates corrective actions for facility administrators regarding compliance with applicable rules and regulations.
- Develops working relationships at all levels of District support staffing for purpose of facilitating behavioral based safety management, corrective actions, and learning process.

- Coordinates the maintenance of AEDs located in schools and offices throughout the District.
- Keeps current on proposed new federal and state environmental regulations, requirements, and laws that impact any operations of the School District.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Maintains professional certification for conducting necessary inspections.
- Prepares all reports in a timely fashion and maintain appropriate records, including District, state, and federal reports that are required for compliance.
- Maintains appropriate records for regulatory compliance process.
- Maintains technical equipment in operational condition.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Associates Degree in Occupational Safety/Health, Environmental Science, or Public Safety.
- Two (2) years of significant, professional experience. Certification as State of Florida Fire Safety Inspector, or ability to obtain and maintain certification within three (3) months of employment.
- Certification as American Heart Association CPR and First Aid Instructor, or ability to obtain and maintain certification within three (3) months of employment.
- Certification as FDOT School Crossing Guard Trainer, or ability to obtain and maintain certification within six (6) months of employment.
- 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**

- Requires the ability to display knowledge of appropriate federal, state, and municipal regulations.
- Requires the ability to think clearly, prioritize, and organize activities.
- Requires the ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and laboratory results.
- Requires the ability to write reports, business correspondence, and procedure manuals.
- Requires the ability to use appropriate computer applications.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to make recommendations that impact the budget.

**PHYSICAL DEMANDS**

Medium Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 30 pounds of force as needed to move objects. Must be able to bend, climb ladders, and operate in uncontrolled environments. The work also requires the following physical abilities in order to perform the essential job functions: crouching, handling, hearing, mental acuity, speaking, standing, stooping, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision: April 19, 2022, effective July 1, 2022**

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