



Job Title: **Safety Officer I**

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 – 16

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is 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.

ESSENTIAL JOB FUNCTIONS

- Assists in the implementation of District wide safety and health programs.
- Assists in the collection, analysis, and interpretation of accident data.
- Assists in the implementation of District wide emergency planning programs.
- Conducts staff training program addressing all appropriate security, safety, health, environmental, and emergency management programs.
- Conducts job hazard analyses.
- Conducts inspections and compliance audits of District facilities as required by federal, state, and municipal regulations.
- Conducts accident investigations and prepares reports for submission to manager and Workers' Compensation Adjuster.
- Performs assigned role when Incident Command System is activated within the District.
- Advises manager on the status of safety, health, and environmental issues, which have or may impact the District.
- Serves as alternate District representative at Escambia County Emergency Operations Center.
- Communicates with federal, state, and municipal safety, environmental, and health agencies as required in regard to regulatory compliance process.
- Provides technical guidance and facilitates corrective actions for facility administrators in regard to 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.

- Keeps current on proposed new federal and state environmental regulations, requirements, and laws that impact any operations of the School District.
- Promotes and supports professional growth for self and others.
- 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.
- Responds to inquiries and requests for assistance in a timely manner.
- 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 specialized technical training, as may be obtained through military service plus five (5) years of significant experience.
- Minimum of two (2) years of significant, professional experience dealing with occupational safety environmental management and/or public safety.
- Certification as State of Florida Fire Safety Inspector, or ability to obtain and maintain certification.
- 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 health monitoring equipment and 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 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 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: