



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Safety Specialist

Salary Block: 101

Reports To: Director of Human Resources/Risk Management

Terms of Employment: 226 Days

Exemption Status: Exempt

Primary Purpose:

The primary purpose of this position is to coordinate and support projects in the area of safety and projects that promote safety and safety awareness.

Qualifications:

Education/Certification:

- Bachelor Degree in Business, Management, safety or related field (preferred)
- Valid Driver's License
- OSHA Training Certification (preferred)

Special Knowledge/Skills:

- Knowledge of federal, state, and local regulations concerning the safety and disposal of hazardous materials.
- Documented background in safety training and accident investigation
- Working knowledge of Emergency Operations Procedures

Experience:

- Three (3) years' experience as an accident or safety investigator in a comprehensive safety program for an employer with over 2000 employees

Major Responsibilities and Duties:

1. Works cooperatively with the Director of Human Resources/Risk Management in the implementation and management of the district's loss control and safety process to include Workers' Compensation claims reviews, training, campus safety inspections, and facilitating safety committees/meetings.
2. Complies maintains and files all reports, records, and other documents required in the safety process. (i.e. Inspection reports, accident investigations, emergency operations plans, code blue drills, security audits, hazmat removal, district risk management coordinator meetings, and fire drill reports).
3. Teaches and demonstrates safety practices to include OSHA based training, fire safety, Hazard Communications, new employees orientations, kitchen safety, safe driving practices, First aid/CPR/AED, Multi-Hazard Emergency Planning for Schools.
4. Conducts safety investigations of vehicle damage and personnel injuries as needed.
5. Demonstrates and applies knowledge of federal, state, and local safety laws and regulations to include DOT (Department of Transportation), OSHA (Occupational Safety and Health Administration), HAZMAT (Hazardous Materials).
6. Develops and coordinates safety awards program for staff and students.
7. Conducts safety surveys of facilitates and vehicles to ensure compliance with safety rules and procedures and makes recommendations to promote a safe working environment.
8. Establish safety committees and provide leadership to the safety committees.

Safety Specialist

9. Reviews and revises the district's safety handbook and various programs to include accident reduction program, Campus/facility Emergency Operations Plans.
10. Ensures that safety program is cost-effective and funds are managed prudently.
11. Assists campuses in implementing the student safety process by training staff on the use of Olweus Bullying Program and other trainings.
12. Develops professional skills appropriate to job assignment by participating in Professional and development conferences/seminars, Multi-Hazard Emergency Planning for Schools Trainer course (FEMA/EMI), Weapons of Mass Destruction (FEMA & El Paso City/County Office of Emergency Management (OEM), COOP (FEMA), NIMS/ICS (OEM & Texas Forest Service), OSHA Authorize Trainer (TEEX), Local Emergency Planning Committee (OEM), and El Paso City/County Terrorism Committee.
13. Assists in supervising and evaluating the performance of support staff assigned to the Risk Management department.
14. Demonstrates behavior that is professional, ethical, and responsible.
15. Upholds and adheres to safety rules and policies of SISD safety program.
16. Supports the goals and objectives of the school district and follows all district policies.
17. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
18. Demonstrates a high level of independent, ethical, and professional conduct.
19. Performs any other duties as assigned by the appropriate supervisor.
20. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate department and district functions. (Liaison activities; Texas Division of Safety and Health Services, El Paso City/County Health District, Rio Grand Council of Governments, El Paso Fire Prevention Division, Horizon City Volunteer Fire Department, and Socorro Volunteer Fire Department.)

Physical Demands/Environmental Factors: Frequent district travel; ability to conduct on-site safety inspections of district facilities; attend meetings related to job responsibilities; occasional prolonged and irregular hours.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date