

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Safety Compliance Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	052 OTBS
REVISED:	October 5, 2004		

BASIC FUNCTION:

Perform a variety of technical duties related to the district's compliance with federal, state, and local safety regulations and Board of Education policies.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Conduct safety inspections and accident investigations at school sites and support facilities and assess deficiencies. **E**

Recommend corrective or preventive safety measures and appropriate safety equipment and material. **E**

Interpret fire, occupational health and safety, and industrial safety codes and regulations. **E**

Identify and maintain lists of hazardous/toxic chemicals and materials and train staffs in proper storage. **E**

Recommends alternative nonhazardous materials for district use. **E**

Package toxic and explosive materials, arrange for pickup and disposal, and prepare manifests of items. **E**

Assist in conducting inservice programs for staff in all areas of safety including disaster and emergency preparedness. **E**

Assist in writing procedures, manuals, bulletins, and other educational and motivational material for safety programs. **E**

Prepare applications for special permits. **E**

Maintain a variety of safety records and documents and prepares reports. **E**

Prepare tax documents for hazardous waste disposal by the district. **E**

Maintain liaison with numerous governmental safety agencies; participate in conferences to gather or assist in presenting safety information. **E**

Assist in responding to inquiries from the media. **E**

May lead the work of others.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in industrial hygiene, occupational safety and health, or other appropriate field and three years of recent, progressively responsible, directly related experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern health, safety, industrial hygiene, and environmental health matters, and of procedures related to the handling, storage, and disposal of hazardous materials.

Federal, state, and local safety and health codes and regulations.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Conduct safety investigations and make recommendations on preventive or corrective measures.

Prepare reports, correspondence, statistical analyses, cost estimates, and graphic presentations.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with all levels of district staff, other agencies, and the public.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 10/05/04--JB

Issued: 10/86

Job Code 6596

PH