

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Safety Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	057 OTBS
REVISED	June 4, 2003		

BASIC FUNCTION:

Conduct safety inspections and develop and coordinate implementation of district-wide safety programs in accordance with federal, state, and local 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 of all district sites and recommend corrective and preventive measures. **E**

Identify hazardous material and arrange for removal and disposal or storage. **E**

Plan and implement safety education programs to create and maintain an active interest in accident prevention by all district staff and pupils. **E**

Recommend policies, develop procedures and manuals, and write bulletins and other motivational materials for use in safety programs. **E**

Develop and coordinate emergency preparedness and disaster plans. **E**

Maintain liaison with numerous federal, state, and local agencies concerning occupational safety and health. **E**

Stay updated on changes in codes and regulations affecting safety and industrial hygiene and arranges for necessary permits. **E**

Survey accident trends, analyze statistical data and report findings through use of software applications related to assigned function. **E**

Review equipment specifications and advise staff on appropriate types of safety materials, equipment, appliances, and chemicals. **E**

Respond to media requests for information on district safety programs. **E**

Prepare a variety of reports for district staff and governmental agencies. **E**

Provide 24-hour emergency response service for the district. **E**

Maintain CAL/OSHA occupational injury log. **E**

Supervise work of assigned staff. **E**

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 engineering, or other appropriate field and four years of recent, progressively responsible, directly related experience.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern health and safety and industrial hygiene procedures.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Develop safety education programs.
Conduct safety investigations and make recommendations on preventive or corrective measures to be taken.
Operate standard office equipment including microcomputers and related software applications.
Prepare reports and analyze statistical data.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with the public and all levels of staff.
Plan and organize work.
Meet schedules and time lines.
Supervise the work of others.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor 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.

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Job Code 6597

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