



**POSITION DESCRIPTION**

<b>JOB TITLE: Safety Specialist</b> Job Class: 1270		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Human Resources	<b>DIVISION</b> Insurance & Risk Management
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)</p> <p>Assist in the design and management of the Board's work related safety programs. Identify and recommend solutions for work related safety hazards and regulatory compliance including OSHA. Identify, develop and provide related training needs. Develop and maintain safety and risk management information systems. Assist in the operation of the district's Human Resource/Payroll System.</p>		

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Assist in the development of work related safety and loss control programs. Responsible for coordinating and delivering training programs that will provide and promote safe work practices and loss prevention awareness.
2. Analyze work related injuries and illness to identify trends and recommend loss prevention needs. Assist in the coordination of return to using job analysis and case management techniques.
3. Conduct safety inspections, evaluations and consultations related to worksites, equipment, vehicles, materials, facilities and procedures.
4. Conduct accident site investigations, including determining accident causes, preventative measures and recommendations for corrective or preventative measures.
5. Conduct ongoing research and communication regarding safety laws, standards and accident prevention. Monitor enforcement of safety rules and procedures. Responsible for prompt identification of OSHA compliance issues. Coordinate and comply with required State and/or Federal reports including OSHA accident reports and logs.
6. Implement and administer fleet safety program including review of district driver records in support of safety program.
7. Responsible for on going operation of and direct representation at assigned work related safety meetings.

8. Develops and maintains safety and risk management information systems.
9. Assist in the administration of building permits for public use of district facilities.
10. Assist in the operation of the district's Human Resource/Payroll System including special projects as assigned.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Work involves sound judgment and independent research of safety laws and regulations. Recommendations reviewed in detail by supervisor before adopted and implemented. The specialist receives general instructions on assignments with work subject to reasonable review on quantity and quality of output.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Responsible for the shared supervision of one Human Resources Assistant. Assign duties, outlines methods, directs work in progress as well as reviews and approves completed assignments. This position works collaboratively with the division director regarding performance appraisals, hiring and disciplinary actions related to this staff member.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Industrial Safety, Insurance, Human Resources Management or Business Administration or a related field including coursework in safety from an accredited college or university. Associate in Risk Management is desirable.

**Experience Requirements**

Three years of reasonable experience in the safety and/or risk management field in a large institution, preferably public sector. Experience as a trainer and/or field safety specialist is very desirable.

**Knowledge, Skills, and Abilities**

Individual must demonstrate thorough understanding and operation of occupational safety laws, standards and principles, including OSHA. Ability to organize plans, coordinate, controls and follows through with risk management and safety programs and procedures. Technology literacy and experience working with human resource information systems, databases and spreadsheets as well as knowledge of research methods, practices and related skills are also required. The appropriate temperament to work with professional and technical personnel. Ability to proactively analyze, interpret and administer complex regulations and laws. Need for a creative, flexible thinker who is a quick study and responds well under pressure. An effective communicator who can easily and clearly explain complex safety and regulatory issues to varied audiences.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Position requires the ability to effectively communicate with principles, administrators and other key personnel within the district to determine effectiveness and status of claims and safety related issues to reduce district costs and worker exposure to injury. Frequent contacts with the public in the assistance provided in the issuance of building permits to outside organizations. The person in this position must be able to multi task effectively, think creatively within the law/regulation and meet challenging deadlines.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**