



**POSITION DESCRIPTION**

<b>JOB TITLE: Safety Program Manager (II)</b> Job Class:	
<b>DATE</b>	Office of School Administration  Division of School Safety
<b>Pay Range:</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Assists in the design and management of the Board’s work related safety programs. Identifies and recommends solutions for work related safety hazards and regulatory compliance including OSHA. Identifies, develops and provides related training needs. Develops and maintains safety and risk management information systems.	

**ESSENTIAL FUNCTIONS:** 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. Coordinates the development, implementation and evaluation of the District’s comprehensive safety plan. Works collaboratively with students, staff, parents and the community to ensure effective strategies are in place to provide a safe school environment.
2. Coordinates and delivers training programs that will provide and promote safe work practices and loss prevention awareness.
3. Coordinates with other departments and agencies to build a safer school environment. Coordinates with departments and agencies to address school climate and culture and to evaluate safety policies.
4. Assists school sites in developing and implementing school plans to include education on gangs, drugs, violence prevention, emergency and crisis planning and effective response.
5. Analyzes school-based injuries and illnesses to identify trends and recommends loss prevention needs. Assists in the coordination of return to work cases using job analysis and case management techniques.
6. Conducts safety inspections, evaluations and consultations related to schools.
7. Conducts accident site investigations, including determining accident causes, preventative measures and recommendations for corrective or preventative measures.
8. Conducts ongoing research and communication regarding safety laws, standards and accident prevention. Monitors enforcement of safety rules and procedures. Responsible for prompt

identification of OSHA compliance issues. Coordinates and complies with required State and/or Federal reports including OSHA accident reports and logs.

9. Responsible for on-going operation of and direct representation at assigned work related safety meetings.
10. Develops and maintains safety and risk management information systems.
11. Administers building permits for public use of district facilities.
12. Performs other duties as assigned.
13. Actively supports the MPS Strategic Plan.

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

Supervision provided by the Director, Division of School Safety

**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.

N/A

**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.)

A bachelor's degree in business, safety, insurance or a related field is required. Additional safety coursework is desired.

**Experience Requirements**

Five or more years of 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 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.

General office environment.

*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.**