

Vail School District Job Description

Job Title: SAFETY COORDINATOR

Department: Transportation

Reports To: Assistant Director of Transportation

FLSA Status: Non-exempt

Classification: Level 13

Created: 09/03/2009

Revised: 07/22/2014

SUMMARY: Under the supervision of the Assistant Director of Transportation, this position assists with the planning, developing, implementing, and maintaining the safety and occupational health component of personnel, materials, equipment, and environments to achieve safety effectiveness for the school district employees and students. Also performs coordination of the district's crisis response programs with the community and emergency service providers, as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Acts as the district claims representative for liability claims. Responsible for evaluation of all loss reports and claims histories.
- Investigates safety issues and ensures compliance with insurance company recommendations regarding reduction in workforce injuries or student injuries. Prepares and submits an internal report and, when necessary, requires the carrier to submit a report where concerns of validity are challenged. Follows up with carriers to ensure all claims are completed.
- Communicates in a timely manner with site health aides and human resources on all student, employee, and visitor safety-related incidents.
- Coordinates with other safety team members, department heads and members of management to ensure that all programs, policies and laws are in compliance.
- Conducts routine site safety audits and inspections utilizing the district's existing liability and workers compensation insurance carrier services, conducts accident investigations, and provides internal safety training. Tracks evaluations, findings, recommendations for improvement and/or job repair, and ensures that appropriate changes are implemented.
- Plans, develops, and implements safety training and coordination of expert training for employees (where needed) including documentation and recording keeping.
- Coordinates and records chemical information for all materials stored and used in the facility and on the grounds.
- Serves as a member of the school safety committee and make recommendations as needed for safe and orderly schools. Holds, plans, and facilitates quarterly safety committee meetings.
- Ensures compliance with OSHA requirements and coordinates employee training for all OSHA required areas. Maintains MSDS and chemical safety information as required by OSHA.
- Coordinates pesticide application and verifies licenses of applicators doing service on school grounds.
- Performs yearly safety audit in consultation with emergency service providers.
- Maintains records of insurance certificates and fingerprinting of eligible vendors that pose a hazard to the sites and/or employees and students of the district.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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QUALIFICATIONS 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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- Associates degree or higher preferred.
- Experience in occupational health and safety including confined space, hazard communication, personal protective equipment, electrical safety, fall protection standards and all other occupational health and safety regulatory standards will be utilized to maintain safe school sites and facilities is a plus.
- Knowledge in safety and claim management is a plus
- An equivalent combination of education, training and experience in order to meet the requirements and abilities to perform the job may be accepted as approved by the Director of Facilities and Transportation.

ABILITIES

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to establish and maintain cooperative working relationships with employees, community members and groups, vendors, and the general public.
- Ability to manage a flexible work schedule including being available to assist with or resolve issues at sites during incidents, as needed.
- Demonstrated proficiency in Microsoft Office; specifically, PowerPoint, Intermediate Excel, Word, Email, and Internet research. Ability to effectively present to small- and medium-size audiences
- Ability to coordinate and prioritize multiple tasks simultaneously.
- Ability to assume responsibility, display initiative, and exercise sound judgment.
- Knowledge of MSDS chemical safety and OSHA requirements for record keeping.
- Ability to handle and maintain confidential information regarding students, staff, and parents. Knowledge of FERPA and HIPAA laws and regulations.

LANGUAGE SKILLS

Ability to read and interpret documents such as instructions, safety rules, operating and maintenance instructions, correspondence, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization, community groups, vendors, and to the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Arizona driver's license and minimum auto insurance.
- Must obtain and maintain Arizona fingerprint clearance card.
- Bloodborne Pathogen and OSHA required training.
- Must obtain first aid/CPR certification within 60 days of hire. Valid first aid/CPR certification must be maintained.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORKING HOURS

This position may require the employee to respond to emergency calls on off-hours, such as nights and weekends.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, including direct sun, extreme heat, wind, rain or extreme cold. The noise level in the work environment is usually moderate but can vary due to the needs of a specific event/activity.

TRAVEL

Travel is frequent in the local area.