



JOB DESCRIPTION

Position Code: 603
Classified Group: CSEA
Salary Range: 40
Work Calendar: 002
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POSITION TITLE: Safety Specialist - Safe Routes to School

DEFINITION: Under general direction, responsible for coordinating, organizing, and implementing grant initiatives specific to the Safe Routes to Schools (SRTS) programs; helps to plan and develop activities, assists with delivering trainings and maintain records related to safety programs and practices disseminates emergency preparedness policies, procedures and information; performs related work as required.

DIRECTLY RESPONSIBLE TO: Coordinator, Safe Schools Field Operations

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Coordinates with designated school site administration and staff to develop Safe Routes to Schools assessments and maintains and updates existing assessment documentation as required.
2. Routinely audits the effectiveness of programs in coordination with district staff and actively involves members of the community and county or city transportation services throughout the audit process.
3. Responsible for the accurate reporting of information required by grant programs and ensuring designated school sites conduct student tallies and parent surveys as required.
4. Reviews grant proposals for school reconstruction projects to determine design features which affect traffic flow or student access to school sites
5. Develops and promotes transit education programs in collaboration with school sites and the Sacramento Regional Transit District (SacRT).
6. Provides training related to the pedestrian education, bicyclist education, and other assigned programs and develops accompanied training materials.
7. Makes recommendations for district training, activities and classes on safety related issues related to assigned areas of responsibilities and assists with implementing training programs.
8. Collaborates with district staff to develop schedules, support classroom instructors, and enhance curriculum at designated school sites participating in the bicyclist education program.
9. Routes information and/or calls received from external agencies (i.e. OSHA, Schools Insurance Authority, fire district, etc.) regarding safety related issues to appropriate district staff.
10. Prepares and maintains logs, manuals, procedures, reports and files related to safety and emergencies and notifies supervisor of deficiencies or non-compliance.
11. Collaborates with Risk Management and safety committees to review accident data and determine causes of accidents or injuries and makes recommendations to reduce or eliminate industrial injuries.
12. Serves as a department liaison to participate as a member of the district wellness committee.

13. May attend meetings held by school safety committees, school-site councils, or parent-teacher organizations, as assigned.
14. May visit sites where complaints and/or potential problems have been identified to assist technical staff in consolidating information and writing reports regarding problems.
15. Drafts responses to complaints; conducts limited site inspections to verify site compliance with rules and standards develop by the District.
16. Performs follow up visits to district sites to ensure corrective actions identified by other regulatory agencies have been completed.
17. Disseminates safety and emergency policies and procedures to district administration.
18. Prepares and maintains a District call list in the event of an emergency.
19. Serves as point of contact for the flow of information to and from disaster service agencies in the event of an emergency and may provide assistance in other areas associated with the business operations division.
20. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education or experience which demonstrates ability to perform the duties of the position, preferably with experience in safety or employee training; Bachelors degree in education, transportation/traffic engineering, safety or public health is preferred. Previous experience working in K-12 education and/or with Safe Routes to Schools programs and/or pedestrian and bicyclist advocacy programs is desired; ability to speak Spanish, Arabic, Farsi, Dari, Russian, or Ukrainian is desired.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license
- Valid League Cycling Instructor, or equivalent Cycling Savvy Instructor, certificate within 6 months of hire date

Knowledge, Skills, and Abilities:

- Knowledge of geographic information systems (GIS) concepts and related software
- Knowledge of principles and practices of training
- Knowledge of basic safe working practices
- Knowledge and skill in the use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to learn and understand federal, state, and local laws, statutes and regulations relating to safety and disaster preparedness
- Ability to understand and follow verbal and written direction
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, parents, and members of the community
- Ability to work effectively with all levels of district staff, parents, students, and the community
- Ability to use tact and diplomacy in dealing with issues and people
- Ability to develop and maintain simple websites or blogs for the program and documents
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office and outdoor environment
- Moderate noise

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Operate office equipment requiring repetitive hand movement and fine coordination
- Communicate to exchange information in person, in small groups, and on the telephone
- Moves about schools and facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for long periods of time

Hazards:

- Outdoor weather conditions

Other Characteristics:

- Ability to work additional hours and weekends on occasions and respond to weekend and evening emergencies
- Ability to travel locally to attend trainings and community events related to areas of responsibility

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 5/26/1998 (As Safety Analyst)
Revised: 11/10/1998 (Title change to Safety Specialist)
Revised: 12/15/2020