



# South Lane School District

## Job Description

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**Job Title:** Safety Coordinator  
**Assignment:** Transportation Department  
**Reports To:** Transportation Supervisor  
**Evaluated By:** Transportation Supervisor

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### **JOB SUMMARY**

The Safety Coordinator works under the immediate supervision of the Transportation Supervisor and coordinates the Transportation Department safety and accident prevention programs.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Follows and maintains knowledge of all applicable District policy (ies) and procedures
  2. Assists the Transportation Supervisor in implementing District safety programs and procedures including OSHA requirements and training programs.
  3. Leads and trains Transportation Department Safety Committee.
  4. Represent Department at District Safety Committee meetings.
  5. Maintains MSDS file.
  6. Ensures equipment tag-out log is current.
  7. Investigates job related safety issues as directed by the Transportation Supervisor.
  8. Conducts safety orientation with new employees.
  9. Coordinates appropriate disposal of unneeded, outdated or used chemicals and maintain records.
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### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Coordinate purchase of safety materials and equipment with Transportation Supervisor.
  2. Perform yearly Department safety audit with Transportation Supervisor.
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### **SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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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.

1. **Education and/or experience:** High School Diploma or General Education Diploma (GED) is required. One year experience in a safety related field is desired but not required. A base of knowledge and skills that will allow applicants to work unsupervised or with very little supervision.
2. **Certificates, Licenses, Registrations:** Certificates as determined by the District including a current valid Oregon Driver license and ability to obtain a CDL Class B operator license and a first aid card. Must have a good driving record and pass a Criminal Justice Fingerprint and Background Clearance. (part of the application process.)
3. **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact and communicate with co-workers and safety officials appropriately.
4. **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules and procedure manuals. Ability to follow written directions. Keep accurate safety records.
5. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
6. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Able to work with little supervision. Strong problem solving and trouble shooting skills.
7. **Computer Skills:** General knowledge of computer usage and ability to use e-mail and computer programs.
8. **Other Skills and Abilities:** Maintains an acceptable attendance record and is not tardy. Duties may require work hours outside a “typical” shift.

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## 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 talk, see and hear. The employee is required to lift, carry and move work related supplies and equipment. The employee must be physically able to perform all duties related to processing a Commercial Driver License.

### 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.

The noise level in the work environment is usually moderate. The employee may occasionally be required to wear protective clothing (typically gloves) and use safety equipment. Employees may be exposed to blood-borne pathogens, body fluids, communicable diseases, adverse weather conditions and temperature extremes. Employees have the potential to be exposed to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors. Duties may require work hours outside a “typical” shift. Also, duties include working under time constraints to meet deadlines.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee  
Reviewed By: SLSD School Board

Prepared Date: March 2014  
Review Date: June 2014

I have read and understand this job description.

**Signature:**

**Date:**

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