



## Safety Director

### Purpose Statement

To manage, develop and administer effective safety and emergency management for all students and employees within the Bismarck School District. This includes managing an effective Employee Right to Know Program.

### Supervisory Relationship

Reports to: Business and Operations Manager

### Essential Functions

- **School-wide Safety Program:** Direct and coordinate a comprehensive school-wide safety program.
- **Safety Program Development:** Research, develop, and implement safety programs to enhance, encourage, and promote safe work rules, practices, and conditions; prevent, detect, and correct unsafe practices and conditions.
- **Regulation Compliance:** Review, interpret, and communicate company, state, and federal safety regulations to ensure understanding and compliance.
- **Safety Meetings:** Conduct safety meetings with various employee groups to educate and motivate employees concerning safety.
- **Accident and Injury Records:** Oversee company accident and injury performance, including monitoring worker's compensation claims.
- **Supply Monitoring:** Monitor the procurement of necessary supplies.
- **Program Coordination:** Coordinate the hazard communication program, the drivers training and truck driving programs, and assist with other programs as required.
- **Hazardous Waste Inventory:** Maintain an inventory of all hazardous waste materials.
- **Security Camera Maintenance:** Coordinate and maintain the security camera replacement schedule.
- **Liaison with SROs:** Act as the district liaison with the school resource officers (SROs) related to the safety plan and other security measures.
- **Adherence to Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Other Duties:** Perform other duties as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

#### Skills

- Operating standard office equipment and using pertinent software applications.
- Strong oral and written communication skills, including the ability to develop written rules, standards, policies, conduct meetings, and make group presentations.
- Proficiency in safety program development and implementation.

#### Knowledge

- Comprehensive understanding of safety regulations at the company, state, and federal levels.
- Project development, goal attainment, and time management.

#### Abilities

- Ability to manage and direct a comprehensive safety program.
- Strong organizational and multitasking abilities.
- Capacity to work effectively under pressure and meet deadlines.

**Responsibility**

The role requires adherence to standardized routines and the ability to perform tasks independently. Collaborate with various stakeholders to ensure effective departmental operations. Continuously impact the organization's services.

**Work Environment**

Standard office environment with minimal exposure to risk or injury. Physical demands include sitting for extended periods, using office equipment, and occasional lifting of supplies.

**Experience**

Job related experience in managing safety programs

**Education**

Bachelor's Degree in a related area of work.

**Continuing Education/Training**

Participation in ongoing training and professional development as required.

**Clearances**

Criminal Justice Fingerprint/Background Clearance.

**FLSA Status**

Exempt

**Salary Grade**

PF