



**JOB DESCRIPTION**

<b>Job Title</b>	Safety Coordinator
<b>Department</b>	Human Resources
<b>Reports To</b>	HR Manager
<b>Classification</b>	Non-Affiliated
<b>Location</b>	Administration Building
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

Under the direction of the HR Manager, the Safety Coordinator is responsible for the overall coordination of safety programs and services to students, staff, parents, and the community at all District buildings. The Safety Coordinator is also responsible for ensuring compliance with all federal, state, and local safety and security regulations.

**Essential Job Functions**

- Plans, organizes, coordinates and implements the District’s safety plan to ensure a safe environment for students, staff, and the public.
- In conjunction with the HR Manager, develops and maintains injury and illness prevention policies and procedures to include safety plans, awareness programs, accident investigations, health and safety inspections, and surveys.
- Leads the employee accident investigation/review process.
- Works cooperatively with the District’s Human Resources Manager to manage the District’s formal Return-to-Work Program and to develop and revise functional job descriptions and pre-work screening protocol.
- Coordinates the implementation, and development of health and safety-related programs including but not limited to, bloodborne pathogens, hazardous waste, chemical hygiene, CPR and AED, health and fire codes, lifeguard training, and random drug and alcohol testing.
- Develops, maintains, assesses, and coordinates the delivery of health, safety, emergency response, and preparedness training for staff, including planning and monitoring compliance of safety drills and school safety teams.
- Maintains the crisis intervention and emergency management programs in coordination with city and county emergency management and coordinates staff training.
- Works collaboratively with the Information Technology department on the design, implementation, and staff training of District emergency alert, communication, and response systems.
- In conjunction with the HR Manager, formulates new safety and security policies and researches new technologies and industry best practices to assist in development and maintenance the District’s five-year safety plan.

- In conjunction with the district leadership, develops and implements policies related to building visitor management.
- Collaborates with local law enforcement, fire, health, and emergency response personnel relating to the District operations and acts as a liaison between ECASD and these agencies.
- Facilitates the inspection of all school facilities and equipment and schedules and supervises repairs, safety, and risk management projects across the District.
- Supports the HR Manager in the development and execution of the District's safety budget within the overall Human Resources budget.
- Coordinates hazardous and medical waste collection, storage, recycling, and disposal, including student medication disposal.

#### **Ancillary Job Functions**

- Participates in developing department goals, objectives and processes.
- Participates in professional organizations and community activities/committees related to human resources, occupational health, safety, and emergency preparedness.
- Assists with various Human Resources functions as assigned.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate's degree in human resources, risk management, occupational health safety, environmental safety, industrial hygiene or related field.
- Minimum of three years of related professional experience
- Recent successful experience in a responsible office position in human resources risk management, occupational health safety, environmental safety, industrial hygiene or related field.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Five years or more years of experience in human resources, occupational health, safety, or industrial hygiene.
- Associate's or Bachelor's degree or comparable experience in human resources, risk management, occupational health safety, environmental safety, industrial hygiene or related field.
- Experience in PreK-12 public education safety experience.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to interpret local, state, and federal legislation, regulations, policies, and rules governing environmental, health, and safety issues.
- Knowledge of state and federal regulations pertaining to OSHA, AHERA, and DSPS.
- Knowledge of current codes and ordinances as they pertain to water and air quality, hazardous waste handling, and disposal and chemical hygiene management.

- Knowledge of current safety and security practices including Lockout/Tagout and Personal Protective Equipment (PPE).
- Knowledge of Safety Data Sheet (SDS) chemical safety.
- Ability to communicate effectively both orally and in writing and maintain effective working relationships with employees and the general public.
- Ability to train staff members regarding health and safety issues and to manage district-wide programs and activities.
- Ability to organize high volume of detailed work and record-keeping.
- Ability to maintain confidentiality.
- Ability to effectively present information and respond to questions from employees, outside organizations, and the general public.
- Understanding of WI ACT 143 and WI State Statute 118 relating to school safety.
- Ability to travel to multiple District buildings in compliance with District driving policy.
- Demonstrates and understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/school environment and moderate noise levels.
- May occasionally be exposed to wet/humid conditions, hazardous traffic conditions, fumes/airborne particles, moving mechanical parts, risk of electrical shock, or potentially hazardous or cancer-causing agents/chemicals.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, stand/walk, drive, reach, stoop/kneel/crouch, or climb/balance.
- Must have clarity of vision, three-dimensional vision, and ability to distinguish colors.
- May be required to lift up to 10 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.