Job Description **11.08**
MOORE PUBLIC SCHOOLS

Job Title: **Industrial Safety Compliance Specialist**

Education: Bachelor's degree in safety engineering, industrial engineering, management, or administration desired. An equivalent combination of education and qualified work experience may be substituted for the bachelor's degree.

Special Skills, Knowledge, and Abilities: Knowledge of occupational safety standards; of federal and state laws, regulations and policies governing operations; of safety consultation methods; of effective maintenance/custodial techniques; and of public relations.

Skill in reviewing and analyzing technical information; in reading and comprehending policies and procedures manuals, rules and regulations; in following oral and written direction; in expressing ideas clearly and concisely, both orally and in writing; and in establishing effective working relationships.

Ability to establish variable schedule and to work independently.

Site: Maintenance

Reports To: Superintendent or Designee

Job Goal (Purpose of Position): Audits the performance of personnel to assist in maintaining the physical school facilities in a condition of operating excellence, cleanliness and safety; and ensures compliance to the district's requirements pertaining to health and safety programs including hazardous chemicals or materials, and asbestos.

An incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher-level supervision or operation procedures.

Contact with Others: An incumbent in this position has regular public contact with employees of the district and the public. Interpersonal interaction or communication is critical.

Other Performance Measures:
Successful performance of the job requires good people skills to handle problems, provide information and training. It requires ensuring that safety guidelines and policies are followed. It requires establishing clear direction concerning operational procedures and work-habit concerns. Creativity, initiative and effective problem solving is important to the success of the position.

Essential Job Functions:

1. Responsible for auditing safety, and maintenance of all buildings, grounds, and sites. Inspects buildings for general function, safety, and adherence to efficient operational objectives.

2. Tour facilities and explain inspection procedures to site supervisors; establish and maintain understanding and rapport with site personnel; project potential workforce injuries and/or illnesses.

3. Conduct comprehensive examinations of work place premises; record safety hazards noticed; observe normal work routine and activity to detect any hazards and/or operational deficiencies in their performance.

4. Discuss inspection results and specific hazards or deficiencies with the site supervisors; prioritize order of remediation for management; provide on site training to alleviate hazards or deficiencies.

5. Investigate ***all*** work place accidents.

6. Work closely with administration to ensure that personnel are accountable and responsive to district needs in efficient safety, and maintenance/custodial programs.

7. Summarize the details of each safety/operations audit; prepare narrative reports; disseminate information to appropriate personnel.

8. Coordinate safety program with local, county, and state officials.

9. Oversee the records/storage of information including employee status, transfers, training, Material Safety Data Sheets, chemicals, personal protective equipment, engineering controls, and other pertinent aspects of the Health and Safety Manual.

10. Recommend target dates for hazard abatement or elimination of asbestos.

11. Oversee the training of district personnel concerning hazard communications laws, asbestos laws, Fire Marshall's inspections, insurance company inspections, building and playground safety, boiler inspections, and related health/safety concerns.

12. Maintain public visibility by continually conducting visits to school sites- attend pertinent training courses, seminars and workshops as required; make related public presentations.

13. Develop, implement and monitor a preventive maintenance program for the District’s HVAC equipment.

14. Perform related work as required and assigned.

Supervision Exercised: An incumbent is responsible for supervising employees' compliance of safety and operational policies throughout the district.

Physical/Mental Requirements and Working Conditions: This is an office/field job with few physical requirements present except as covered in this description. However, incumbent is required to be both inside and outside during all types of weather. In addition, is required to be on call and report in case of emergency.

Terms of Employment: 260 Days

Salary: Set by Board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board Policy.

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