

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SAFETY MANAGER

BASIC FUNCTION:

Under the direction of the Executive Director of Special Education and Student Services or designee, plan, organize, control and direct safety management operations and activities for the District including property and liability, and loss control. Directs and leads committees, training and regulatory compliance programs related to District safety issues, coordinate and direct communications, personnel, resources, inspections, minimize financial exposure and enhance employee, student and public safety and well-being.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct District risk management and safety management operations and activities including, property and liability, loss control functions; establish and maintain related time lines priorities; ensure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, personnel, resources, inspections, and information to meet District needs, minimize financial exposure and enhance employee, student and public safety and well-being; develop and implement safety management programs, services projects, functions, goals, plans, strategies, objectives and activities.

Coordinate and direct the disposal of waste and hazardous materials, inventory inspections, and reporting requirements in compliance with established laws, regulations, and safety requirements.

Coordinates and supports the District activities and programs related to Disaster/Emergency Preparedness, School Safety and Safety Disaster Containers.

Develop and maintain District safety programs; provide technical direction for safety-related matters and hazard assessment; investigate accidents, property and liability claims, and occupational and safety hazards; inspect facilities for compliance with health and safety mandates; identify and ensure proper correction of response to safety hazards; coordinate related training programs.

Review, evaluate and provide technical recommendations concerning District-wide programs related to student and staff safety; provide direction to schools in maintaining safety operations and advise site administrators concerning appropriate safety procedures; advise District administrators concerning school traffic issues and hazards.

Direct and participate in the preparation and maintenance of various narrative and statistical records, reports and files related to injuries, safety, hazards, liability, claims, and assigned activities.

Assist in the development and preparation of the annual preliminary budget for safety management functions; review and evaluate related budgetary and financial data; control expenditures in accordance with established limitations.

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Provide technical information and assistance to the Assistant Superintendent-Business Services concerning safety management functions and related activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with personnel, administrators and various outside organizations to exchange information, coordinate activities and resolve issues or concerns; coordinate with City and County authorities in the areas of emergency preparedness, hazardous events and general emergencies.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Prepare, develop and update various plans, forms, policies and procedural documents such as Workplace Security, Hazardous Communications and Code of Safe Practices.

Coordinate and direct the disposal of waste and hazardous materials in accordance with established laws, regulations and safety requirements.

Plan, organize and direct activities to ensure District preparedness for emergencies and disasters; prepare and maintain the District's Emergency Response Plan.

Maintain current knowledge of laws, codes, regulations and pending legislature related to safety management activities; modify programs, functions, policies and procedures to ensure compliance with local, State and federal requirements as appropriate.

Attend and conduct various meetings as assigned; serve as a member on various boards and committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of safety operations and activities for the District including safety, property and liability and loss control programs and functions.

Safety inspection and accident investigation practices and procedures and related corrective actions. Corrective and preventative measures used in minimizing risks to students and staff, and enhancing safety.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Oral and written communications skills.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct safety management operations and activities for the District, including property and liability, loss control and functions.

Coordinate and direct communications, personnel, resources, inspections, and information to meet District needs, minimize financial exposure and enhance employee, student and public safety and well-being.

Develop and implement safety management programs, services, projects, functions, goals, plans, strategies, objectives and activities.

Review, analyze, process and determine appropriate response to property and liability claims filed against the District.

Plan, organize and direct the development and implementation of strategies to minimize risk by projecting potential losses to the District and determining appropriate response to identified risks.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Train and evaluate the performance of assigned personnel.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Prepare and present information to the Board of Trustees.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE: Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain the knowledge and abilities would be gained through: graduation from high school supplemented by college level course work in business, insurance or related field and three years risk management, safety programs or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with frequent on site visits to all District facilities.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Walking during inspections