

SCHOOL SAFETY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position responsible for assisting in the planning, organizing and enforcing of a safety program for a school district. The incumbent will be assisting in the development of and will be conducting regular training sessions to support the school district's safety program. In addition, this position performs inspections of facilities, equipment, operational activities and employee work habits for safety purposes. Besides conducting regular inspections, this employee must respond to safety emergencies by investigating accidents and complaints and recommending corrective actions. Work is performed under the general supervision of a school administrator. Supervision over the work of others is not a function of the position. Travel in the course of a workday to training and inspection sites is required.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Conducts fire, structural, asbestos, and AHERA inspections of school district owned and leased facilities and equipment, noting safety violations and hazards;
2. Prepares written reports on all inspection findings, including all violations of standards with appropriate recommendations and requirements for administrative review;
3. Reviews school operational activities and employee work habits for safety purposes and recommends procedural modifications to ensure compliance with safety regulations;
4. Organizes training for all district staff on "Right to Know" and "Blood borne Pathogens", and maintains attendance records;
5. Coordinates district emergency drills and ensures building drills are done on a regular basis;
6. Investigates reports of unsafe conditions, recommend immediate corrective action when necessary and follows through until violation is corrected;
7. Assists with the interpretation of OSHA, PESH and other safety standards and advises employees on interpretation and application of said standards;
8. Arranges AED training sessions for staff and maintains attendance ;
9. Reviews injury/illness claims for state reporting requirements and statistical information and recommends preventive measures against future claims;
10. Conducts tests for radon, mold, lead, asbestos and indoor air quality as required;
11. May assist SAVE committee by maintaining and distributing minutes and maintains district Project SAVE manuals;
12. Provides assistance to school district personnel in recognizing and handling toxic substances in accordance with Right to Know Hazardous Communication Standards, Asbestos Hazard Emergency Response Act provisions, disaster preparedness, fire and building code compliance and hazardous waste disposal;
13. May organize district-wide health awareness programs, e.g. table-top exercises;
14. Prepares and maintains a variety of correspondence and documentation, including incident reports, official responses to safety citations, training records and MSDS (Material Safety Data Sheets);
15. Stays abreast of developments in the field of health and safety by reviewing current literature and publications, including rules, laws, and regulations.

SCHOOL SAFETY SPECIALIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Federal, State, and State Education safety laws, rules, and regulations necessary to conduct inspections and investigations of facilities, equipment and operational activities, recognize violations or potentially unsafe conditions and recommend appropriate corrective action;

Knowledge of above safety laws, rules and regulations necessary to teach a variety of classes and workshops in occupational safety and health;

Knowledge of composition and English mechanics necessary to develop correspondence, reports, and training materials and respond to legal citations;

Knowledge of software packages for word processing to produce a variety of reports and correspondence and for spreadsheets and database management to track information and compile basic statistics;

Ability to conduct training sessions in an informative and interesting manner while maintaining control of the session;

Ability to acquire substantial subject matter knowledge of specialized rules and regulations in order to function as technical expert to teach others and to interpret regulations;

Ability to gather, compile and evaluate information and records related to safety, prepare reports and make recommendations concerning needed training and changes in procedures to correct safety hazards;

Ability to interact with a variety of people for the purpose of exchanging information concerning programs;

Ability to read and understand rules and regulations and interpret them in response to questions from employees;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

High school graduation or possession of a high school equivalency diploma and three years of full-time paid experience working in an occupational safety program. This work experience must have involved developing, administering, monitoring and/or enforcing the program. Clerical experience does not qualify.

NOTES:

1. College education may be substituted for up to two years of the above experience on a year-for-year basis (30 credits equal to one year's experience).
2. The occupational safety program duties must have been the primary responsibilities of the position; safety procedures performed in relation to one's primary duties of construction, maintenance, etc. do not qualify.

SPECIAL REQUIREMENTS:

1. Possession of a New York State Driver License at time of appointment.
2. Possession of certification as an Instructor of Basic First Aid and Cardiopulmonary Resuscitation. by the American Red Cross.

PS5305

Adopted: 02/22/06

