CLASSIFICATION DESCRIPTION TITLE: SAFETY COORDINATOR

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<th><strong>FLSA STATUS:</strong></th>
<th>Exempt</th>
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**CLASSIFICATION SUMMARY:** Responsible for developing, maintaining, and managing safety, risk management, and environmental affairs for the college; recommending policy and procedure modifications; assisting in budget preparation; updating and ensuring compliance with applicable rules, policies and regulations; and ensuring staff meet established training and certification requirements.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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<tr>
<th>Illustrative only – not inclusive of every task assigned to a position.</th>
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<tr>
<td>1. Develops, manages, and implements safety and environmental programs, policies, and procedures for employee safety.</td>
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<td>2. Conducts safety training to help ensure safe operation of assigned equipment, injury prevention of employees, and proper work habits; performs specific job safety analyses as required.</td>
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<td>3. Manages the inspection and testing of fire systems and equipment; ensures compliance with regulations and proper working order.</td>
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<td>4. Assists in overseeing department programs by reviewing forms and documents for compliance with operational policies and procedures.</td>
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<td>5. Serves on assigned committees and boards to represent department and identify safety and risk management concerns.</td>
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<td>6. Assists with accident investigations to determine causes and corrective action to prevent further problems.</td>
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<td>7. Performs other duties as assigned.</td>
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## Training and Experience
(positions in this class typically require):
Associate's Degree in police science, criminal justice, security administration, or related field and five years related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Licensing Requirements
(positions in this class typically require):
Licensing Requirements *(legally required)*:
- CPR/AED;
- First-Aid;

## Knowledge
(position requirements at entry):
Knowledge of:
- Safety, health, and environmental laws and regulations;
- First Aid and CPR practices and principles;
- Applicable campus, local, state, and federal laws and regulations;
- Rules of English grammar, punctuation, and spelling;
- Report preparation techniques;
- Instruction methods and techniques;
- Applicable theories and principles related to area of assignment;
- Customer service principles;
- Computer operation and related software applications.

## Skills
(position requirements at entry):
Skill in:
- Exercising judgment and discretion;
- Prioritizing and assigning work;
- Preparing and conducting employee training;
- Applying various methods and techniques of instruction;
- Applying customer service principles;
- Applying applicable local, state and federal laws, rules, and regulations;
- Maintaining records and preparing reports;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Operating a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:
Positions in this class typically require: walking, reaching, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to travel.

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Created: 8/8/07

Signature of Employee

Date

Signature of Supervisor

Date