

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: SAFETY TECHNICIAN (Range 33)**

### **BASIC FUNCTION:**

Under direction of the Director Risk Management, responsible for development implementation and monitoring of the district staff and student safety programs, insuring compliance with district policies, and local, state and federal agency regulations. Conducts and/or participates in preventive and complaint-generated site inspections and conducts and/or facilitates safety in-service programs as directed. Maintains various databases and provides reports and recommendations regarding safety concerns and resolutions to the Director Risk Management and other appropriate staff as directed.

### **REPRESENTATIVE DUTIES:**

Develop and implement the policies and procedures for the District Safety Committee, review site safety minutes, generate district safety committee minutes and attachments, and act as advisor to that committee. *E*

Monitor all site safety programs. Review and input data from student accident reports and safety hazards. Recommend and follow up on corrective action where safety issues exist. *E*

Work with the district Purchasing Department to screen requests for purchase of approved and disallowed chemicals and other potentially hazardous materials. *E*

Verify District compliance with city, county, state, and federal administrative and legal requirements and coordinate with vendors to ensure district compliance with safety requirements, including employee/community Right to Know programs, accident investigations, prevention programs, and safety remediation programs: apprise the Director of Risk Management of any areas of concern. *E*

Develop and maintain a schedule of regular site visits to assist in the evaluation of the site physical plant for potential safety and fire hazards as well as observe employees at work for potential unsafe practices: report findings and recommendations to the Director Risk Management. *E*

Prepare and submit mandated business plans, permit requests and other applications to regulatory agencies, documenting site hazards and emergency management procedures. Process requests for timely payment of required fees. *E*

Using established criteria, present general safety information to new employees during orientations.

Assist the Director of Risk Management with investigation of accidents, theft and vandalism incidents.

Assist the District's hazardous waste vendor by facilitating the identification, disposal, and reporting of hazardous waste, complying with local, state, and federal guidelines. Assess the use, storage and disposal of all substances; make recommendations regarding the use, storage and disposal of substances to the Director of Risk Management. *E*

Develop and maintain electronic and paper Material Safety Data Sheets (MSDS) data source and ensure appropriate MSDS are available to all employees.

Following established guidelines, provide periodic and final reports on the status of all complete and incomplete safety concerns and complaints, recommend procedures and techniques. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Appropriate state laws and regulations laws and administrative procedures pertaining to public entities including relevant sections of Government Code, the California Code of Civil Procedures, Government Tort Liability, and local, state, and federal safety regulations.

Safety equipment, techniques, and requirements for the reporting, control, mitigation, clean up, or disposal of emissions, waste products, by-products, spills, and leaks.

Familiarity with accident investigation and reporting techniques.

Modern office practices, procedures, and equipment including computers and software.

Telephone techniques and etiquette.

Record-keeping techniques.

Correct English usage and composition skills, including grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

### **ABILITY TO:**

Understand and accurately interpret laws, rules, and regulations relating to safety and County Health Department requirements.

Accurately prepare various reports of expenses, liabilities, and indemnities, using a variety of computer software including Word and Excel.

Type from computer keyboard accurately and at an acceptable speed.

Prepare reports and maintain records and an efficient filing system.

Analyze complex problems and develop effective, economical solutions.

Plan and organize work, meeting schedules and timelines.

Communicate effectively orally and in writing to groups and individuals.

Represent the district with various outside groups.

Effectively explain the policies, procedures, rules and regulations that govern safety regulatory compliance.

Develop and maintain effective working relationships with internal and external constituents.

Utilize computer skills to create and maintain various spreadsheet and database programs to track and report on various aspects of the job responsibilities.

Assist the Director with safety planning, contracting, and budgeting.

**EDUCATION AND EXPERIENCE:**

Graduation from High School or equivalent. Two years of college level coursework. Coursework in general safety and environmental safety, including computer use highly desirable.

At least two years experience in a position of increasing responsibility, involving contact with the public and involvement with employer safety programs.

Experience in the public sector highly desirable.

**LICENSES:**

A valid California Driver's License and maintenance of a good driving record.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor office, classroom, maintenance, and cafeteria environments and various outdoor environments.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and provide recommendations and direction.

Seeing to read and prepare various materials and reports.

Dexterity of hands and fingers to operate a personal computer, calculator, adding machine or related equipment.

Operate a vehicle safely to investigate site safety concerns, attend meetings, conferences, and other job-related events.