

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### HEALTH SAFETY SPECIALIST

**SALARY SCHEDULE: SSP13**

**COST CENTER: FACILITIES SERVICES (9029)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Experience in inspections dealing with health and safety issues.
- (3) Must obtain current certification in the state of Florida SREF inspector program within 180 days of employment.
- (4) Current certification as Special Fire Inspector through the State Fire Marshal's Office.
- (5) Current certification in Facility Survey for Asbestos and Management Planning for Asbestos within 180 days of employment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of basic technology skills, Ability to deal with various agencies and personnel. Knowledge of federal, state and local statutes, rules and regulations related to assignment. Ability to plan, organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

Manager, Safety and Compliance

#### JOB GOAL

To assist Manager with the interpretation and compliance of rules and regulations dealing with Fire Safety, Casualty and Sanitation in the District.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Inspect all School Board-owned and/or operated buildings and grounds for compliance with State Requirements for Educational Facilities (SREF).
- \* (2) Oversee asbestos removal.
- \* (3) Oversee Asbestos Management Plan.
- \* (4) Coordinate the gathering of information and prepare written reports detailing discrepancies found and recommend corrective actions.
- \* (5) Investigate accidents, prepare written reports to ascertain causes, recommend preventive safety measures and develop safety programs.
- \* (6) Perform appropriate inspections of buildings and grounds as directed for immediate concerns occurring on a day-to-day basis.
- \* (7) Coordinate with school and other public officials regarding inspections of school sites and buildings to ensure compliance with state and city codes and ordinances.
- \* (8) Coordinate and provide training to School Board staff, as required, for issues involving health and safety.
- \* (9) Coordinate the actions of agencies and vendors as necessary to comply with federal, state and county regulations.
- \* (10) Monitor and/or remove non-approved chemicals from school sites and other facilities.

**HEALTH SAFETY SPECIALIST** (Continued)

- \*(11) Monitor portable extinguishers, hood fire suspension systems and recommend service for meeting compliance standards.
- \*(12) Oversee recycling of florescent light bulbs, batteries and ballasts.
- \*(13) Keep appropriate persons informed about deficiencies and concerns relative to safety standards.
- \*(14) Create a positive relationship with agencies dealing with fire safety, health and sanitation.
- \*(15) Demonstrate initiative in the performance of assigned responsibilities.
- \*(16) Provide for a safe and secure workplace.
- \*(17) Model and maintain high ethical standards.
- \*(18) Follow attendance, punctuality and proper dress rules.
- \*(19) Maintain confidentiality regarding school matters.
- \*(20) Maintain positive relationships with staff and vendors.
- \*(21) Participate in workshops and training sessions as required.
- \*(22) Communicate effectively with staff and vendors.
- \*(23) Keep supervisor informed of potential problems or unusual events.
- \*(24) Respond to inquiries and concerns in a timely manner.
- \*(25) Prepare all required reports and maintain all appropriate records.
- \*(26) Follow all School Board policies, rules and regulations.
- \*(27) Exhibit interpersonal skills to work as an effective team member.
- \*(28) Demonstrate support for the School District and its goals and priorities.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 04**

\*Essential Performance Responsibilities