



District Safety Coordinator

This position reports to the human resource manager and is assigned the responsibility to develop, implement and administer a comprehensive safety program to ensure the safety of the workplace; and, ensure compliance with Occupational Safety and Health Administration (OSHA) and other federal, state, local and industry specific regulations.

DUTIES and RESPONSIBILITIES:

Duties and responsibilities are not all inclusive but may include the following:

- Develop, implement, update, and oversee required written safety and health programs, plans, and policies that promote occupational safety and health awareness. (Keep abreast of evolving standards imposed by governing bodies and industrial standards.)
- Conduct open and constructive safety meetings with staff to promote open communication regarding district operations and goals.
- Develop, implement and ensure that quarterly safety training, and all other specifically required training, is provided for all employees.
- Provide new staff receive an orientation in safety awareness, guidelines and procedures.
- Conduct quarterly safety and health walk-through inspections of all workplace facilities and provide an electronic report to the respective campus director and human resource manager.
- Work conjunctively with campus directors to monitor compliance and identify/address safety concerns.
- Develop and oversee district emergency preparedness drills and training for serious incidents such as catastrophic storm damage, active shooter, bio-hazard, etc.
- Conduct accident/injury/illness investigations (to include 'near-miss' situations) to determine cause/effect and implement preventative measures to preclude future incidents.
- Maintain required safety and health documents and ensure reporting requirements are met.
- Actively seek input from Business Education Councils (BEC), focus groups, business/civic leaders and/or other technology center districts regarding new federal and state regulations and new safety procedures.
- Develop an annual budget for approval, to include training material/supplies, software user licenses, etc.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.
- Promote the district's programs and services and communicate the vision, mission, and goals of the district to new professional contacts; and, be willing to share information with KTC staff, students and stakeholders.

The incumbent in this position must possess the ability to effectively present information and respond to questions from district staff, business/civic leaders, and the general public; and, possess a demonstrated ability to read and interpret dense legal, federal, and state occupational safety and health (OSH) documents/regulations. The incumbent must demonstrate an indepth knowledge of OSH guidelines and practices, a commitment to professional development and continuous school improvement initiatives, demonstrate effective understanding and willingness to learn the operations of the district, seek guidance and input, be loyal to staff, KTC, as well as administration, and maintain confidence.

Education and Experience: Minimum requirements consist of a Bachelor's Degree, Master's Degree preferred, in the area of Occupational Safety and Health or equivalent, with five (5) years' experience working in occupational/industrial safety/training or similar profession.

SPECIAL REQUIREMENTS: The incumbent must possess the ability to work well with KTC administration, faculty, and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evenings as required by position responsibilities. Incumbent must be willing and able to perform all job-related travel associated with this position.

Revised/Adopted: 12/11/18