

JOB DESCRIPTION

TITLE DISTRICT HEALTH AND SAFETY MANAGER

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| Education/ Experience | Bachelor's degree in Law Enforcement, Business, Engineering or other related discipline; or five years experience in safety and security management or equivalent combination of education, training and experience which provides the required knowledge, skills and abilities for this position. Basic computer skills required (e.g., ability to use e-mail). |
| Language Skills | Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from top management, public groups and/or school board members. |
| Mathematical Skills | Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. |
| Certificate/License | N/A |
| Reasoning Ability | Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. |
| Physical Demands | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must lift and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee shall remain free of any alcohol or non- |

prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally need to work in wet or humid conditions, and be exposed to a minimal amount of outdoor weather conditions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Security and Environmental Management

GENERAL RESPONSIBILITIES

1. Serves as the Health and Safety Manager for the District School Board of Collier County.
2. Coordinates the development and implementation of procedures to ensure a safe school environment.
3. Provides direct assistance to principals and building administrators to enhance health and safety at school sites and other sites in the district.

SPECIFIC RESPONSIBILITIES

1. Formulates general health and safety policies and procedures and assists schools in the development of site-specific procedures.
2. Defines, develops, implements and continually enhances health and safety programs to provide reasonable protection for staff and students to District facilities.
3. Performs physical audits of schools and buildings and provides recommendations based on findings to improve health and safety. Initiates action as appropriate.
4. Provides technical assistance and training opportunities for employees relative to District health and safety.
5. Reviews, develops and refines health and safety operations manuals and procedures.
6. Makes recommendations for security alarm and security trailer pad installations at District schools.
7. Serves as a point of contact for health and safety issues for all schools and maintains regular contact with building administrators.
8. Coordinates health and safety for approved special events.

9. Participates in the review of construction plans and specification to ensure health and safety needs are addressed.
10. Assists the District in responding to Emergency Management requirements and the opening of schools as shelters during severe weather.
11. Performs such other duties as assigned.