

**School District of Santa Rosa County  
Job Description**

**Safety Specialist**

<b>Reports to:</b> Assistant Superintendent, Human Resources	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Human Resources	<b>Prepared by:</b> Human Resources
<b>Date:</b> June 10, 2014	<b>Job Code:</b> 11030
<b>Position #:</b> 51251	<b>Range:</b> 23

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Apply knowledge of State Fire Marshal standards and requirements, State Requirements for Educational Facilities (SREF), National Fire Protection Association (NFPA) 101 Life Safety Code, NFPA 1 Fire Code, Occupational Safety and Health Administration (OSHA) regulations under 29CFR, 1910 and 29CFS 1910 and 29CFS 1926, ADA, State Health Department rules and Florida Workers Compensation Laws.
- Perform annual Comprehensive Safety Inspections of all facilities within the District for compliance with rules and standards established by the State of Florida, the State Fire Marshal, the SREF and the OSHA relative to fire, casualty and sanitation.
- Perform bi-annual asbestos inspections and monitor compliance with State and Federal regulations governing asbestos management and abatement projects.
- Perform special inspections, i.e. Science labs, upon request.
- Assist with other authorized inspections.
- Coordinate with local fire marshal for fire safety inspections of all schools within the District.
- Perform indoor air quality checks as requested.
- Perform compliance follow up inspections.
- Respond to emergency/special safety concerns related to fire, casualty and sanitation requirements as reported by work site staff.
- Assist with identification of hazards that might harm students, employees or visitors and initiate corrective measures.
- Finalize and submit annual inspection dates to State Fire Marshal and send copy of inspection report to local authority having jurisdiction.
- Submit annual inspection reports to School Board for review and approval.
- Assist in maintenance of the district Safety and Health Policy and Plan.
- Maintain district's on-line safety, health, environmental and Human Resources training system.
- Demonstrate support for the School District and its goals and priorities relating to safety.
- Maintain a positive working relationship with all School District personnel, Public Safety and Fire Rescue agencies.
- Keep current with all issues pertaining to inspection and safety of facilities and grounds.
- Monitor school site safety compliance including fire/evacuation, severe weather, lockdown and shelter in place drills.
- Maintain compliance with Florida Worker's Compensation laws relative to reporting requirements and managing worker's compensation claims. Perform, review and follow up accident/injury investigations involving employees, students, and visitors as needed.

- Provide safety training for District personnel as needed.
- Successfully complete and/or obtain certification within one year from date of employment the following:
  - Certification as a Fire Safety Inspector through Florida's State Fire College;
  - Completion of Sanitation and Casualty Safety Inspector training as outlined in Chapter 5 of the Florida State Requirements for Educational Facilities;
  - Completion of OSHA General Industry Standards training;
  - Certification as an Asbestos Building Inspector
- Performs related duties as required or assigned.

**Supervision Received:**

- Assistant Superintendent, Human Resources
- Director of Employee Evaluations & Accountability
- Human Resource Services Manager

**Supervision Exercised:**

None

**Minimum Qualifications & Skills Required:**

- Hold a Bachelor's Degree in Business, Safety, Education or related field;
- Hold a valid Florida driver's license.

**Certification:** .

**Preferred:**

N/A

**Physical Demands:**

Proficient in the operation of computer equipment. Must be able to sit, walk, stoop, bend, crawl, climb and reach; involves moderate lifting up to 25 pounds Works inside and outside; may involve hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan  
Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.