

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III - SAFETY

Reference Code: A731

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to develop the Clark County School District safety programs, provide technical expertise, and participate in compliance activities with respect to applicable state and federal safety regulations. This position is directly responsible to the Director, Risk Management Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Participate in developing and administering safety management programs and advise administration on hazardous conditions.
2. Serve as a resource and work closely with all District locations.
3. Provide technical consultation to various departments and divisions regarding management corrections of safety hazards and concerns, as appropriate.
4. Use source documentation, material safety data sheets, and field examination to identify safety hazards. Audit and advise on potential safety hazards.
5. Serve as the liaison with local, state, and federal regulatory agencies for proper conduct of a district-wide safety program.
6. Review and evaluate injury and illness data to identify trends for developing and implementing policies and training programs to reduce accidents. Advise on and/or develop and provide training for specific safety training.
7. Plan and organize district-wide routine surveys and inspections to evaluate the effectiveness of occupational and student safety requirements, assess the degree of compliance with applicable regulations and standards, and develop changes and modifications to a broad range of work and vocational training practices, equipment operations, and protective devices to control or eliminate unsafe work and vocational training practices and conditions.
8. Establish criteria used in investigations of accidents and complaints of safety violations and participate in investigations. Coordinate corrective action required to eliminate hazards as reported to Risk Management.
9. Supervise and evaluate the performance of assigned staff.
10. Performs other duties related to the position, as assigned.

Position Expectations:

1. Ability to analyze cost-effectiveness of control measures.
2. Ability to communicate effectively both orally and in writing.
3. Knowledge of both theory and practice in safety management.
4. Knowledge of compliance regulations and environmental practices in hazardous material and safety management.
5. Knowledge of current regulations and awareness of legislative developments as related to safety management.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in safety management or a related health, science, or engineering field or currently serving as a professional-technical employee with the Clark County School District. Acceptable degree programs may include occupational safety, industrial hygiene, fire protection engineering, and/or fire protection and safety technology.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

Preferred Qualifications:

1. Advanced degree in safety, loss prevention, risk management, or insurance.
2. Certification by a recognized professional organization in safety or occupational health fields or equivalent professional designation or certification in safety or risk management from a nationally recognized professional organization such as the Board of Certified Safety Professionals (BCSP) or American Institute of Chartered Property Casualty Underwriters/Insurance Institute of America (AICPCU/IIA), or other comparable international equivalent. Acceptable designations may include possession of a Certified Safety Professional (CSP), Associate Safety Professional (ASP), Associate in Loss Control Management (ALCM), or Associate in Risk Management (ARM).

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.