

# Facilities and Equipment Safety Inspection Manager

## Position Details

Class Code: 3240

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under administrative direction, plans/manages Facilities and Equipment Safety Inspectors; ensures compliance with plans, specifications, and federal, state, and local codes, regulations, standards, and guidelines regarding facilities, grounds, and equipment. Oversees the surplus equipment yard's redistribution program.

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## Essential Duties and Responsibilities

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

1. Manages, coordinates, schedules, trains, and supervises Facilities and Equipment Safety Inspectors, and assigned clerical staff.
2. Coordinates and schedules regular school safety inspections; conducts follow-up inspections.
3. Reviews playground equipment plan submittals; approves or makes recommendations necessary for final approval.
4. Recommends change orders to project managers.
5. Distributes and collects playground inspection checklists from elementary school staff; submits work requests for needed repairs.

6. Coordinates, schedules, and conducts playground safety in-service trainings for school staff.
  7. Investigates and reviews student accidents; tracks patterns/trends and prepares reports (possibly including site pictures) for the Risk & Environmental Services Department.
  8. Attends meetings at construction sites with contractors, architects, manufacturers, outside agencies, and the public to inspect and/or provide information regarding specifications, codes, and regulations.
  9. Acts as liaison between planning, construction, maintenance, schools, and contractors.
  10. Coordinates site visits and data collection in support of new construction, playground additions or alterations, and rehab work; oversees final inspections of completed projects and submits acceptance recommendations.
  11. Notifies inspection services and project managers of equipment/workmanship problems.
  12. Inspects items on final punch lists; ensures completion prior to filing "Notice of Completion."
  13. Reviews and prepares comments on reports' appropriateness based on inspectors' notes.
  14. Assists in monitoring warranty and guarantee items; confers with Clark County School District staff, contractors, and vendors regarding equipment warranties.
  15. Establishes and maintains historical documentation of playgrounds.
  16. Communicates with equipment section, maintenance, and operations regarding repairs, installations, and equipment standards.
  17. Provides input for the evaluation of assigned staff.
  18. Conforms to safety standards, as prescribed.
  19. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Manages and supervises staff responsible for inspecting all CCSD facilities/equipment.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Ability to apply Certified Playground Safety Codes (CPSC) guidelines and American Society for Testing and Materials (ASTM) standards/specifications to equipment and site work.

2. Knowledge of playground installation and inspection.
  3. Knowledge of entrapments and protrusions.
  4. Knowledge of child development.
  5. Ability to use electronic media for correspondence and data collection.
  6. Knowledge of safety standards and procedures related to powered/non-powered equipment.
  7. Knowledge of equipment installation and operation.
  8. Ability to recognize, understand, and interpret local, state, federal, and national codes, regulations, and guidelines, including ASTM, Universal Building Code (UBC), Occupational Safety and Health Administration (OSHA), Consumer Product Safety Commission (CPSC), Americans with Disabilities Act (ADA), National Fire Protection Association (NFPA), Alliance of Schools for Cooperative Insurance Programs (ASCIP), Southern Nevada Health District guidelines, etc.
  9. Ability to read/interpret schematics, blueprints, and specifications.
  10. Ability to develop and apply procedures.
  11. Ability to prepare reports on own initiative or as directed.
  12. Ability to use a computer and learn mainframe interface applications.
  13. Ability to interpret fall-surface attenuation data.
  14. Ability to plan, organize, and prioritize work.
  15. Ability to distinguish color-coded wires.
  16. Ability to work flexible hours/shifts.
  17. Ability to work in confined areas.
  18. Ability to withstand heights and perform work safely.
  19. Ability to judge when to act independently and when to refer situations to an administrator.
  20. Ability to work cooperatively with employees, contractors, vendors, outside agencies, and the public.
  21. Ability to recognize/report hazards and apply safe work methods.
  22. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)

2. Five (5) years' experience in playground installations and inspections, including three (3) years inspecting, maintaining, and/or repairing powered/non-powered equipment.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. National Playground Safety Inspector (NPSI) Certification.

**NOTE:** Employment Requirement - Must provide own reliable vehicle to perform job duties.

## **Preferred Qualifications**

None Specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. National Playground Safety Inspector (NPSI) Certification.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

District facilities – department offices, schools, (classrooms, computer labs, locker rooms, cafeterias, playgrounds, etc.) construction sites, etc.

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## **Work Environment**

### **Strength**

Medium – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicles, computers and peripheral equipment, codebooks, specifications/blueprints, entrapment probes, protrusion gauges, digital cameras, scanners, ladders, hand tools, personal protective equipment, etc.

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### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military

status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 08/31/23
- Created: 03/14/02