

Risk Assessor

Position Details

Class Code: 7760

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, conducts regular safety inspections of Clark County School District facilities and construction projects to ensure compliance with federal, state, local, and District safety regulations.

Essential Duties and Responsibilities

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

1. Conducts safety inspections at school sites (cafeteria, theater, shop areas, etc.), supports various departments (maintenance shops, garages, etc.), and assesses the severity of any hazards noted.
2. Audits construction/maintenance activities to ensure compliance with applicable safety regulations/practices.
3. Provides recommendations for elimination of unsafe acts or hazardous conditions to the Risk Control/Safety Manager.
4. Assists in conducting surveys and investigations.
5. Provides guidance to District personnel regarding occupational safety topics.
6. Reviews safety-related manuals, handbooks, and bulletins; makes recommendations for revisions.

7. Implements corrective actions of hazards such as removing unsafe equipment from use, isolating hazardous areas to prevent unauthorized entry, terminating unsafe activities, etc.
 8. Compiles and submits reports regarding observed hazards and unsafe practices to the Risk Control/Safety Manager.
 9. Communicates with District staff, contractors, suppliers, and the public regarding inspection results, corrective action(s) for deficiencies, and other safety-related topics.
 10. Conforms to safety standards, as prescribed.
 11. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves inspection of District facilities to include observing work practices and ensuring compliance with safety regulations/guidelines.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Occupational Safety and Health Administration (OSHA), General Industry, and Construction Industry Safety Standards.
 2. Knowledge of Nevada Administrative Code (NAC).
 3. Knowledge of accident prevention concepts.
 4. Knowledge of safe work practices.
 5. Ability to recognize hazardous conditions and unsafe practices.
 6. Ability to write reports accurately reflecting the results of an inspection.
 7. Ability to clearly present appropriate corrective action(s) to eliminate hazardous conditions and unsafe practices.
 8. Ability to read and interpret written and verbal instructions.
 9. Ability to work independently.
 10. Ability to meet predetermined deadlines.
 11. Ability to withstand heights and perform work safely.
 12. Ability to work cooperatively with employees and the public.
 13. Ability to read, interpret, and explain safety regulations/policies relevant to the District.
 14. 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).
2. Associate degree in safety, risk management, or closely related field; plus, one (1) year of experience in loss prevention inspections and/or investigations focused on health, safety, risk management; or, Three (3) years of field inspection/investigation and/or risk management experience.

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 the duration of the assignment.
2. Copy of 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.

Preferred Qualifications

1. Appropriate certification for the position as issued by Board of Environmental Health & Safety Auditors (BEAC), National Association of Safety Professionals (NASP), Board of Certified Safety Professionals (CSP), or other comparable international designation.
2. National Playground Safety Inspector (NPSI) Certification.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
5. Specific documented evidence of training and experience to satisfy qualifications.

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

Examples of Assigned Work Areas

Clark County School District facilities - offices, schools (classrooms, computer labs, locker rooms, cafeterias, playgrounds, etc.), construction sites, etc.

Work Environment

Strength

Medium - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs. constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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 and 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 a climate-controlled office setting 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).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, computers and peripheral equipment, codebooks, specifications/blueprints, digital cameras, scanners, ladders, hand-tools, personal protective equipment (PPE), etc.

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: 05/22/23
- Created: 12/05/06