

SAFETY COORDINATOR

(Range 117)

DEFINITION

Develops and administers programs to ensure employee, patron and contractor safety; ensures compliance with safety, health, and environmental regulations, policies and procedures; and administers the security guard services contract.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant General Services Director.

ESSENTIAL AND MARGINAL FUNCTIONS --Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Serves as the District's Safety Officer and Chair of the Safety Committee and performs associated responsibilities.
2. Conducts scheduled and unscheduled safety inspections of buildings and grounds to identify and document hazards and make recommendations for corrective action; remove immediate hazards as required. Assists Production Technician Supervisor with safety inspections of theater venues.
3. Ensures District safety policies, procedures and practices are in compliance with applicable OSHA, local, state, and federal laws and regulations.
4. Develops, implements, and maintains OSHA, local, state and federal mandated and other safety related programs, plans, procedures, and associated documents that include, but are not limited to: Hazard Communication Program, Bloodborne Pathogens Exposure Control Plan, Hazardous Energy Control Plan, Fire Prevention Plan, Emergency Procedures, District Safety Manual, Employee Safety Handbook, Facilities Department – Safety and Health Rules and Procedures Manual, and Automatic External Defibrillator (AED) Program.
5. Identifies, develops, and delivers, and/or contracts with outside firms to develop and deliver as required, safety training on OSHA mandated programs and other safety related topics and maintain training records. Coordinates scheduling of training and recordkeeping with HR Training Manager.
6. Monitors staff compliance with safety programs, plans, documents, and training and reports non-compliance.
7. Coordinates with and ensures outside contractors and vendors are complying with applicable OSHA, local, state, and federal laws and regulations while performing work on District property.
8. Maintains, as part of the Hazard Communication Program, the master hazardous chemicals list and MSDS e-service. Periodically inspects facilities for unauthorized hazardous chemicals and remove as required.
9. Ensures periodic Branch evacuation drills are scheduled and conducted. Assists Branch Managers and Safety Committee Members with establishing evacuation procedures and with staff training.

SAFETY AND SECURITY COORDINATOR
PAGE 2

10. Coordinates scheduling of periodic testing and repairs of building life safety systems that include, but are not limited to, fire alarm systems, fire sprinkler systems, fire doors, and emergency lighting systems, and ensures completion of work.
11. Maintains inventories and distributes safety supplies and equipment including personal protective equipment.
12. Inspects power tools, equipment, man-lifts, ladders, etc. to ensure safe operating condition.
13. Conducts on-site investigations of safety related injuries or incidents and general liability claims. Makes recommendations for corrective action if required and removes immediate hazards as required. Prepares written documentation of all activities related to the investigation.
14. Develops and makes presentations on safety related topics to District employees.
15. Administers the security guard services contract and ensures contract compliance. Serves as liaison with the contractor.
16. Coordinates security guard services with Branch Managers and District Department Directors.
17. Assists with the establishment of security guard post orders. Reviews and makes recommendations for changes as required.
18. Monitors compliance with and effectiveness of security guard touring system.
19. Schedules additional guard services as required.
20. Makes periodic site visits to Branches to observe security guard performance and discuss service issues with Branch Managers and District Department Directors.
21. Maintains record keeping and filing systems.
22. Compiles, prepares, and distributes general correspondence, memos, agendas, minutes, and reports.
23. Maximizes productivity through proficient use of appropriate software applications.
24. Interacts extensively, in person, and over the telephone with district-wide staff and management, outside agencies, vendors, and the general public.
25. Utilizes personal computer, the Internet, e-mail and other office equipment including, but not limited to: typewriter, adding machine, copy machine, telephone, and facsimile machine.
26. Attends or conducts department, branch, and other miscellaneous meetings at meeting sites throughout the district.
27. Operates, maintains and secures assigned District vehicle.

Marginal Functions:

1. Performs related duties and responsibilities as required.

**SAFETY AND SECURITY COORDINATOR
PAGE 3**

2. Works on special projects as assigned.
3. Participates in committee work when needed.

Knowledge, Skills and Abilities:

Knowledge of:

1. Applicable OSHA, local, state, and federal standards, regulations, laws and codes.
2. Techniques for the development, implementation, and maintenance of OSHA, local, state and federal mandated and other safety related programs, plans, and associated documents.
3. Training management and delivery techniques and practices.
4. The function and responsibilities of a Safety Committee.
5. Basic methods of accident or incident investigation, analysis and reporting.
6. Safety supplies and equipment including personal protective equipment.
7. Safe operating condition of power tools, equipment, man-lifts, ladders, etc.
8. Principles and practices of record keeping.
9. Library District and Department policies and procedures.
10. Library District and assigned department terminology and functions.
11. Pertinent State statutes governing assigned responsibilities.
12. Correct English usage, spelling, and punctuation.

Ability to:

1. Apply, interpret, explain and enforce applicable laws, codes, regulations, policies and guidelines.
2. Recognize and report hazards and apply safe work methods.
3. Prepare and present safety and security training presentations.
4. Use initiative and independent judgment.
5. Plan, organize and prioritize assignments.
6. Manage multiple assignments.
7. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
8. Establish and maintain effective working relationships with those contacted in the course of work.

SAFETY AND SECURITY COORDINATOR
PAGE 4

9. Plan, organize, and prioritize projects and work assignments for efficient results.
10. Assist with various departmental situations after hours, on weekends and holidays.
11. To exercise sound judgment and make independent decisions.
12. Be decisive in routine and non-routine problem solving in accordance with the Library District and assigned department policy and procedure.
13. Interpret and apply Library District and assigned department policy and procedure.
14. Type at a speed necessary to perform the essential functions.
15. Work under pressure and meet deadlines.
16. Accept and manage change and maintain flexibility.
17. Work quickly and accurately.
18. Work both independently and as part of a team.
19. Perform multiple tasks concurrently.
20. Generate accurate reports.
21. Communicate clearly and concisely, both orally and in writing.
22. Serve customers with patience, tact, and courtesy.
23. Establish and maintain effective working relationships with those contacted during the course of work.
24. Understand and follow oral and written instructions.
25. Maintain the mental capacity for effective interaction and communication with others.
26. Respond to emergency situations that may occur outside normal working hours.
27. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
28. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;

**SAFETY AND SECURITY COORDINATOR
PAGE 5**

- reading and writing;
- operating assigned equipment.

Skilled in:

1. Use of personal computers and associated software.
2. Use of general office equipment.

QUALIFICATIONS:

Training and Experience:

Bachelor's Degree In Occupational Safety And Health, or a closely related field required or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities. Three (3) years of related work experience performing similar duties required; demonstrated experience identifying, developing, and delivering safety training programs and conducting injury and accident investigations required; proficiency working in Windows with applications such as Excel, Word, and Access required.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (11 - 20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require visual perception, audio perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Completion of OSHA 30 hour General Industry Training Program preferred.

FLSA: NON-EXEMPT
CBA: NON-SUPERVISOR
DEVELOPED: APRIL 21, 2008
REVISED: APRIL 6, 2016