

## **STOCKTON UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: OCCUPATIONAL SAFETY & HEALTH COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Risk Manager, coordinate and implement District-wide safety and health programs in accordance with federal, State and local regulations and District policies; conduct safety inspections to assure District compliance with federal, State and local safety and health requirements; advise District personnel concerning safety and health standards and regulations.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Coordinate and implement District-wide safety and health programs in accordance with federal, State and local regulations and District policies; organize and oversee a variety of local and State mandated environmental programs.

Conduct safety inspections to assure District compliance with federal, State and local safety and health requirements; respond to complaints concerning work environment health and safety including indoor air quality; collect samples for testing; recommend corrective and preventive measures; coordinate and follow-up on work orders to assure resolution of health and safety hazards.

Inspect school grounds, play equipment, buildings and other facilities; evaluate office and classroom conditions to assure compliance with ergonomic guidelines; discuss safety with site administrators; collaborate with outside environmental consultants in reducing or eliminating school site hazards.

Conduct investigations of accidents on school grounds; prepare injury reports; provide assistance and information to the Workers' Compensation program as needed.

Develop, implement and conduct specialized training programs for District personnel to assure current knowledge of occupational safety and health standards and regulations.

Review equipment specifications and advise staff on appropriate types of safety materials, equipment, appliances and chemicals.

Provide recommendations to site administrators regarding the safe design of recreation and playground areas; oversee the purchase and installation of playground equipment.

Recommend changes in procedures and facilities to enhance District safety; maintain current knowledge of health and safety regulations; coordinate response to Cal/OSHA inspections and assure resolution of identified problems.

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**Ewing & Company**

Communicate with District personnel and federal, State and local agencies to exchange information, coordinate activities and resolve issues or concerns related to health and safety standards, training, regulations, complaints, problems, resolutions and assigned activities.

Compile information and prepare and maintain a variety of records and reports related to health and safety programs, regulations, inspections, investigations, evaluations and assigned activities.

Conduct and oversee the Hazardous Materials Management Program and the Storm Water Management Program.

Operate various office equipment including a computer and assigned software; drive a vehicle to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Federal, State and local health and safety programs.
- Safety inspection and accident investigation practices and procedures.
- Health and safety laws, codes, regulations, policies and procedures.
- CAL/OSHA and EPA regulations.
- Hazardous waste, air quality and storm water laws and regulations.
- Development and implementation of safety and health training programs.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Policies and objectives of assigned activities.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Technical aspects of field of specialty.

**ABILITY TO:**

- Coordinate and implement District-wide safety and health programs in accordance with federal, State and local regulations and District policies.
- Conduct safety inspections to assure District compliance with federal, State and local safety and health requirements.
- Advise District personnel concerning safety and health standards and regulations.
- Recommend corrective and preventive measures and changes in procedures and facilities to enhance District safety.
- Conduct investigations of accidents on school grounds.
- Develop, implement and conduct specialized training programs.
- Maintain current knowledge of health and safety regulations.

Interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by specialized training in occupational safety and health or related field and three years experience developing occupational health and safety programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to investigate accidents and inspect District sites.  
Climbing ladders to inspect roofs and playground equipment.  
Seeing to inspect facilities.  
Walking for extended periods of time.  
Hearing and speaking to exchange information.  
Reaching overhead, above the shoulders and horizontally.

**HAZARDS:**

Potential exposure to hazardous materials.  
Working at heights.