



Gaston County Schools

Safety Officer

Definition

The Safety Officer is responsible for identifying potential workplace hazards and taking steps to minimize these hazards. The Safety Officer also informs the employees on ways to reduce workplace injuries. This position must work closely with Human Resources (HR) and our various insurance providers in the evaluation and enforcement of the District's employee safety policies and procedures.

Duties and Responsibilities

- Responsible for management and oversight of district wide safety operations at multiple locations.
- Coordinate efforts to control losses from conditions and/or activities involving employee safety, property damage, and other claims against the Board of Education.
- Develop, manage, evaluate, and provide quality safety programs, loss control programs, inspections, policy development, employee safety education and training to reduce or eliminate risk for school system.
- Coordinate goals and objectives of workers' compensation program.
- Investigate accidents and recommend corrective actions.
- Monitor compliance with safety policies and procedures.
- Consult and assist insurance companies with claims and litigation.
- Identify potential loss exposures and risks (Conduct inspections of sites and inform management of areas of noncompliance with State and Federal laws governing health and safety).
- Provide guidance to schools and departments in maintaining a safe workplace environment, adhering to safety regulations and maintaining required records.
- Update and maintain Safety Procedures Manual.
- Maintain and coordinate workplace safety committees.
- Ensure compliance with requirements set by official inspectors and insurance companies; correct deficiencies.
- Serve as Gaston County Schools' (GCS) liaison on the Gaston County Emergency operations committee.
- Member of the Emergency management team.
- Analyze OSHA Logs and other safety data for injury patterns for the probability of accidents and identify where controls need to be implemented to reduce or eliminate risk.
- Respond to schoolhouse facilities to investigate safety related issues.
- Conduct training for employees on required OSHA related topics and other safety education topics and maintain records documenting training.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Expert knowledge of workers' compensation insurance, loss prevention, and employee safety.
- Ability to learn and apply established procedures effectively.
- Proficient in Excel, Word, and Google.
- Ability to reason, make judgments, and maintain effective working relationships with a wide variety of audiences.
- Excellent oral and written communication skills.
- Ability to read, understand, and interpret regulations, policies, and statutes.
- Ability to promote public relations and deal tactfully and diplomatically with people.



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- Ability to keep information confidential and maintain ethical standards.
- Knowledge of OSHA laws, regulations, principles, theories, and practices.
- Ability to provide effective training and communication to a variety of audiences; present to management and Board of Education, as needed.
- Ability to have sensitivity to legal responsibilities regarding potential health hazards and matters of a sensitive or confidential nature.
- Ability to identify potential workplace hazards and recommend solutions.
- Ability to prioritize and perform a number of ongoing projects in a multidisciplinary cross departmental environment.
- Ability to direct and coordinate employee safety management services.
- Expert knowledge of applicable federal, state, and local laws and regulations relating to employee safety.
- Skilled in operation of standard office equipment, computers, and applicable software.
- Work will require the exercise of independent judgment and initiative.
- Job requires superior time management skills and ability to work under minimal supervision.
- Ability to work with a wide variety of employees.

Physical Requirements

- Hand and finger dexterity for accurate input and output of computer data.
- Auditory acuity at a level to hear telephone conversations, customer questions and concerns, and supervisor vocalized instructions.
- Must possess the visual acuity to read and analyze computer screen, documents and correspondence.
- Must be able to express and exchange ideas by means of spoken word.
- This position is required to enter some potentially dangerous work areas to conduct assessments or quality assurance tasks.
- Some of the work is field based; it requires the ability to navigate between multiple facilities in a prioritized fashion, access buildings that may contain construction, demolition, or remediation related hazards.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- At times requires bending, squatting, reaching, with the ability to lift, carry, push, or pull light weights.
- Must be able to drive to various schools and other locations as needed.

Minimum Education and Experience

- Bachelor's degree from a regionally accredited college/university.
- Minimum of two years' experience in safety management, loss control, insurance, or related area.
- Sufficient experience to expertly understand safety management principles and practices and workers' compensation.
- Public sector and/or school experience preferred.
- Must possess and maintain a valid driver's license and acceptable driving record.

This Position Reports to: Chief Financial Officer



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Salary: Central Office Salary Schedule

Work Schedule: Monday through Friday, Twelve months, Eight hours per day

Classification: Exempt

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

If offered a position, the prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY:

Inside and Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Inside applicants may use Gaston County Schools' employees as references
- Complete online application
 - Upload cover letter to application
 - Upload current résumé to application

The following documents must be uploaded to online application, if Outside Applicant:

- Official college transcript(s) (degree-dated)
- Three completed current Classified Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation or a combination of the two
- Copy of Certifications/Licenses, if applicable
- Copy of last employment evaluation

Qualified inside and outside applicants should mail or email cover letter and résumé to:

Gary F. Hoskins, Chief Financial Officer
Finance/Business Services
1351 Bradford Heights Road
Gastonia NC 28054
Email: gfhoskins@gaston.k12.nc.us