



Job Description

Position Title:	Safety Specialist, I
Job Title:	Safety Specialist
Function:	Human Capital Management
Family:	Employee Benefits
Reports to:	Manager, Risk Management

Terms of Employment:					
Pay Grade:	E09	Minimum Salary: *	\$47,048	Mid-Point Salary:	\$55,358
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	230	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded				

Job Scope

Use significant independent judgment and familiarity of the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may be the lead of a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

Assist with administering the District's Safety Program by planning, organizing, coordinating, and implementing comprehensive safety and loss control/prevention programs and initiatives. Conduct property inspections, campus safe school audits, accident investigations and safety training to provide a safe and healthy environment for students, employees, and the community. Establishes a positive safety culture and minimize the impact to the District's financial resources. Ensure the Safety Program is compliant with all federal, state, and local Health and Safety laws, regulations, and codes.

Essential Functions / Key Responsibilities

1. Communicate safety management policies and procedures to District staff using solid knowledge.
2. Coordinate and provide significant input into moderately complex safety activities/inspections/events required or requested by local, state, and federal agencies; remains current with all safety legislation through professional meetings, periodicals, and governmental publications.
3. Prepare and present a variety of safety and training programs to employees, supervisors, and managers to disseminate information relating to safety goals, regulations, practices, techniques, and standards.
4. Interpret moderately complex legislative safety mandates on District operations; makes recommendations for compliance procedures and monitors implementation.
5. Conduct all site safety inspection and loss and prevention control procedures, forms, and requirements for all District operations under minimal supervision; monitors the District's accident/incident reports using solid knowledge for reporting compliance, corrective action, and follow-up.



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6. Investigate moderately complex property and casualty related accidents/incidents including interviewing witnesses, taking accident scene photographs, and making corrective action recommendations based on thorough incident root cause analysis.
7. Perform and interpret moderately complex trend analysis and assists with developing procedures, programs, and recommendations to reduce identified risks and exposures using solid knowledge.
8. Develop and implement a comprehensive Safety Program under general supervision, to include training, record maintenance, and evaluation of program effectiveness. Additionally, develop corrective action plans, safety preventative strategies and incentives using solid knowledge.
9. Guide collaborative efforts under minimal supervision to support effective delivery of services to the learning communities, service divisions, and other customers.
10. Monitor assigned Loss Control Programs using solid knowledge to assist with the administration of applicable operating policies and procedures. Make recommendation on safe practices for potential hazards.
11. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or four years equivalent experience.
- 3+ years progressive experience in loss control and safety related to Texas Workers' Compensation programs, property & casualty programs, and liability insurance.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Qualifications

- Master's Degree from an accredited university.
- 5+ years progressive experience in loss control and safety related to Texas Workers' Compensation programs, property & casualty programs, and liability insurance.

Knowledge, Skills & Abilities

- Advanced knowledge of Safety management programs in the areas of Occupational Safety, OSHA Standards, DOT CDL Regulations, Fleet Management, Life Safety Code, Fire Safety Code, Playground Safety Code, and Emergency Response and Crisis Management planning.
- Proven ability to analyze and interpret moderately complex data.
- Demonstrated ability to conduct effective on-site inspections and make corrective action recommendations.
- Proven ability to conduct effective field investigations of accidents/incidents.
- Demonstrated ability to conduct effective educational and training programs in support of the District's safety goals and objectives.
- Demonstrated ability to use personal computer and software to develop spreadsheets and databases.
- Excellent organizational, communication and interpersonal skills.
- Demonstrated working experience managing Texas Workers' Compensation programs.
- Demonstrated working experience managing property & casualty programs.

Working Conditions



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Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:
<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name: _____

Date: _____

Employee Signature: _____