

JOB DESCRIPTION

Job Title Safety Officer
Reports to Director Risk Management
Dept/School Risk Management

Job Title Code 160640
Wage/Hour Status Exempt
Pay Grade 102
Date Revised October 31, 2024

Primary Purpose

Provide services to support the District's Accident Prevention Plan (APP).

Education/Certification

- Bachelor's Degree and five (5) years related experience
OR
- High School Diploma/GED and ten (10) years related experience

Special Knowledge/Skills

- Knowledge of risk management, safety, fleet, and property conservation
- Knowledge of behavior-based safety programs
- General knowledge of OSHA, DOT, NFPA and EPA requirements
- Knowledge of federal, state and local regulations pertaining to safety and risk management
- Knowledge of the Division of Workers' Compensation (DWC) rules and regulations
- Knowledge of the Division of Workers' Compensation (DWC) Accident Prevention Plan (APP)
- Excellent organizational, presentation, communication, and interpersonal skills

Major Responsibilities and Duties

1. Responsible for developing and maintaining a wide range of comprehensive safety programs.
2. Apply knowledge and ensure compliance of federal, state, and local safety laws and regulations, including OSHA, DOT, NFPA and EPA.
3. Conduct Root Cause Analysis (RCA) on injuries and Vehicle Accident Analysis (VAA) on accidents and report details to insurance companies and Third-Party Administrator (TPA).
4. Responsible for the Return-To-Work Program, providing alternate duty work assignments and Bona Fide Job Offers in accordance with DWC Rule 129.6.
5. Evaluate loss potential from statistical records and develop loss control standards.
6. Inspect work sites, work methods, materials, and equipment for exposure to risk or loss.
7. Correct unsafe conditions and report any conditions that are not corrected to the supervisor immediately.
8. Design and conduct safety training presentations.
9. Provide technical assistance and recommendations for policy development.
10. Evaluate safety program performance.
11. Maintain confidentiality when working with sensitive materials and/or employee files.
12. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; regular districtwide travel (50% of time) to multiple work locations as assigned; moderate lifting and carrying; frequent prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections.



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Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.