

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II - HEALTH/SAFETY MAINTENANCE DIVISION AUXILIARY SERVICES DIVISION

GENERAL STATEMENT OF WORK

Under limited supervision, performs supervisory and administrative work, coordinating health and safety services for Guilford County Schools. Position is responsible for determining and evaluating potential health and safety threats or hazards for all employees, students, and visitors. Employee is also responsible for analyzing facilities and ensuring that all necessary health and safety precautions have been identified. Employee investigates accidents to determine venues for preventing repeat incidents. Employee must exercise considerable independent judgment and initiative to perform and complete necessary job functions. Employee must also exercise considerable tact and courtesy in frequent contact with school officials, district staff, and the general public. Employee reports to the Director of Maintenance.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Monitors and evaluates potential Safety and Health hazards for schools system employees, students and visitors.

Develops and coordinates system wide Safety and Health programs that insure compliance with all federal, state and local statutes, rules and guidelines.

Develops and coordinates proposals for Occupational Health Screening requirements.

Develops and coordinates contracted services for Indoor Air Quality issues such as Industrial Hygiene Services and Mold Remediation Services.

Examines chemical exposure hazards and proposes use strategies and procedures to control exposure to employees, students and visitors. Develops training programs for same.

Examines ergonomic factors and physical hazards and proposes safe work practices and procedures to employees. Develops training programs for same and selects and provides Bio-Hazard equipment to sites to comply with program.

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Recommends Personal Protective Equipment for employees and develops training programs for same.

Investigates work related on the job accidents and determines if unsafe conditions, practices, or equipment exist. Makes recommendations to Directors, Supervisors, Foreman and other Administrative Staff of ways and means to correct any deficient conditions cited during the course of the investigation.

Coordinates playground equipment and Project Fit America fitness equipment purchases, placement and installation. Conducts Safety Inspection of equipment upon completion of installation. Upon satisfactory inspection, coordinates the installation of safety surfacing.

Provides operational support for district's Recycling Program and provides Recycling equipment and supplies to sites to comply with program.

Coordinates Safety Shoes and Safety Glasses Program for Maintenance Department.

Coordinates all areas of the Maintenance Department Safety Training Program.

Ensure the appropriate documentation is created to support each project and the necessary auditing update entries are made to the documentations. Review appropriate documentation for accuracy and timeliness.

Responsible for supervision of Health and Safety Specialist.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a 4 year College or University with a Major in Occupational Safety or Industrial Safety Management or related field, and 3 to 5 years experience in the field of occupational health and safety; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery

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including survey equipment, calculators, projectors, videocassette recorders, cameras, overhead projectors, etc. Must be able to exert up to 25 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to push, pull, and carry or otherwise move objects. Physical demand requirements are for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read correspondence, reports, forms, inspection notices, invoices, purchase orders, logs, diagrams, etc. Requires the ability to prepare activity correspondence, reports, forms, programs, charts, graphs, appraisals, purchase orders, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including occupational health and environmental terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; to utilize decimals and percentages; and apply the theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of safety precautions to be taken in school facilities.

Considerable knowledge of federal, state and local rules and regulations regarding health and safety.

Considerable knowledge of safe work practices and procedures regarding strenuous activity.

Considerable knowledge of the principles of supervision, organization and administration.

Ability to organize and direct the activities of work groups.

Ability to train, support and counsel staff.

Ability to develop and implement system-wide health and safety programs.

Ability to identify potentially dangerous and/or unsafe situations.

Ability to develop and implement work schedules.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Valid NC Drivers License is required.

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 this job.