

Eunice Public Schools

Job Description

Position: Safety

Description: Safety Manager and Trainer

General Job Description: To perform work required in the security of the local school district. Work in partnership with the local police department to secure and protect physical, monetary and information capital, such as school facilities, investments, computer systems or other items. Perform duties to determine physical security risks, such as threats of violence in the school environment, and then implement solutions to lessen those risks. Provide advice regarding what should be done to prevent damage and loss from occurrences such as tornados, fires, or other natural disasters. Provide professional development training related to safety and emergency planning.

Qualifications:

1. High School Diploma/GED
2. General Maintenance Skills
3. Experience and knowledge in the area of responsibility.
4. Must be able to pass employment verification.
5. Must be able to work cooperatively with school personnel and outside entities.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Assume responsibility for quality and completion of all work assigned
6. Project an overall concern for personal appearance as it relates to job performance.
7. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
8. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
9. Perform preventative maintenance.
10. Perform routine building maintenance.
11. Work in a safe manner with personal safety and the safety of others as the number one priority.
12. Safe and proper use of tools, equipment, supplies, and materials.

13. Assists in various departments as assigned.
14. Substitutes as needed in various departments.
15. Report any unsafe conditions to the supervisor.
16. Comply with all school board policies and regulations.
17. Perform any other duties as assigned by the Superintendent of Schools, Maintenance Supervisor or Designee.

Additional Duties and Responsibilities:

1. Perform duties assigned with the district Threat Assessment Team.
2. Review emergency drills.
3. Provide training in the area of Emergency Preparedness (ALICE).
4. Help support and maintain the AI system, ZEROEYES.
5. Assist with the revisions and development of the District Safety Plan.
6. Provide the status of the school's emergency plans with updates, reviews of same with teachers and support staff, any training done or needed to be done.
7. Provide the status of physical security upgrades (cameras, access control, communications, and others) and plans moving forward for upgrading and/or maintaining physical security.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid high maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
4. Hand/eye coordination, normal range of sight.

5. Ability to move and operate vacuums, buffers, and other custodial related equipment, forklift, backhoe, front end loaders, graders, mowers, lift and any other maintenance related equipment.
6. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people if at all possible.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, nonskid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

Equipment/Material handled:

Hand tools, equipment, chemicals, and material particular to this trade skill. Work vehicle, material handling equipment, ladders, and work platforms.

Terms of Employment:

Salary and work year to be established by the Board.