



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	INSPECTOR SAFETY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	I I, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8761
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides a safe and healthy environment for all JCPS students and staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects all JCPS facilities for fire, life safety, OSHA safety hazards/violations

Develops and delivers specialized safety training to JCPS employees

Manages the OSHA 300 Injury and Illness Recordkeeping program throughout all JCPS locations

Manages the Chemical Hygiene and Science Laboratory Inspection programs

Aids in the evaluation and selection of Personal Protective Equipment (PPE)

Revises and updates the existing JCPS Safety Programs and Facility Compliance Manual documents

Evaluates emergencies such as fires, tornados, adverse weather, floods, power outages, etc.

Documents safety/health hazards through written reports with measurements, photographs, etc.

Assists other JCPS Departments, Principals, Directors, and employees as needed

Inspects JCPS construction projects for any safety and health hazards/violations

Manages State Fire Marshall Inspection Program and associated correspondences and corrective actions

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Ability to interpret federal, state, and local health safety codes as they apply to the local school district

Possesses mechanical aptitude in the area of general shop maintenance

Ability to interpret mechanical drawings and blueprints

Working knowledge of Industrial Chemicals; their use and methods of disposal

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Completion of the Associate Safety Professional Core Examination of the Board of Certified Safety Professionals

Experience in a diverse workplace