



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

JOB TITLE:	INSPECTOR SAFETY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	I I, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
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