

## **Killeen Independent School District Job Description**

**Job Title:** Occupational Safety/Loss Control Specialist  
**Reports To:** Director for Risk Management and Employee Benefits  
**FLSA Status:** Exempt

### **SUMMARY**

Coordinates a comprehensive safety and loss control program throughout the district and assist in making the work environments safer places to effectively function for all employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Complies with policies established by federal and state law, Department of Transportation requirements, State Board of Education rule, and local board policy in the area of safety and risk management programs.

Conducts inspections of District facilities to seek out and eliminate hazardous safety conditions.

Ensures compliance with established risk management guidelines, policies, procedures and local and State fire codes

Prepares evaluative reports; recommends improvements and modifications to resolve problems and deficiencies.

Assists in investigating reported hazards, accidents, injuries, fires, and other incidents; inspects construction, remodeling, and renovation sites to ensure compliance with safety standards; and prepares inspection and investigative reports and recommendations.

Assists in developing, implementing, and conducting district-wide safety-training programs; ensures compliance with training requirements and documentation; and conducts job-specific training as needed.

Reviews and analyzes reports of injuries, property damage, and workers' compensation claims to identify trends and safety concerns and make adjustments to safety programs based on findings.

Serves as Chairman of the district's accident review board.

Performs ergonomic assessments as requested.

Assists with request for proposal (RFP) development and evaluation for the district's workers' compensation, real property and automobile insurance coverage products to include preparation of renewal applications and schedules.

Requests and reviews driving records for district drivers and newly hired employees; maintain the database of record results to be updated semiannually.

Maintains the department website.

Builds and maintains relationships with District personnel in order to effectively promote safety initiatives and conduct on-site investigations

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE:**

Bachelor's degree, preferred; three or more years related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Certified Safety Professional preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, and insurance representatives.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER QUALIFICATIONS**

Ability to implement policy and procedures

Ability to interpret data

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to develop and deliver training to adult learners

Current valid Texas Driver's license.

### **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Frequent bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, standing, climbing stairs, reaching, kneeling, crouching. Repetitive hand motions including frequent keyboarding and use of mouse.

**Lifting:** Frequent lifting and carrying of up to 45 pounds.

**Environment:** May work prolonged or irregular hours; some exposure to temperature extremes during field work, districtwide travel, potentially statewide, and out-of-state travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Revised Date:** November 6, 2019

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