

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7129
Pay Grade: C04

FLSA: Exempt

SAFETY AND LOSS PREVENTION SPECIALIST

MAJOR FUNCTION:

Performs responsible professional and technical office and field work in the district's safety and loss prevention programs. Responsibilities include activities involving the development and implementation of district-wide safety programs, the identification and analysis of risks to the district's self-insured financial loss fund, and the monitoring of compliance with all applicable federal, state and local safety regulations. Work is performed independently and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Assists in the administration of the Workers' Compensation, Fleet and General Liability Self-Insurance programs.
- Participates in the development, implementation, and maintenance of a comprehensive district-wide safety and loss prevention program.
- Responsible for implementing programs and updating county safety procedures and manuals covering same.
- Develops and communicates district-wide loss control strategies with respect to both curricular and extra-curricular school activities. Has the authority to prohibit hazardous activities and the use of unsafe equipment until corrective actions can be implemented.
- Coordinates safety activities of administration, school-based, and institutional services departments on a county-wide basis. Provides technical assistance and training to supervisors and administrator for use in educating all district employees.
- Applies knowledge of standard safety practices and risk management techniques to reduce the frequency and severity of losses to the district's self-insurance program.
- Oversees, verifies and maintains insurance certificates for district construction, facilities use and related vendor contracts.
- Analyzes and interprets data, identifies trends and recommends corrective actions based on information contained in student and site visitor accident reports, workers' compensation reports, loss fund updates and other associated reports.
- Makes periodic inspections and compliance audits to identify unsafe conditions and verify adherence to district safety programs and governmental regulations.
- Assists in managing the activities of other risk management staff members in the areas of safety, workers' compensation and general liability, as assigned.
- Provides assistance in the review of insurance plans and programs relative to values and building/contents; boiler/machinery objects; vehicles and equipment.
- Serves as member of Safe Driver Review Committee.
- Serves as liaison between the School Board and governmental, community, and private sector safety agencies.
- Utilizes microcomputer software and main-frame computer applications to produce written programs and correspondence, and to develop and maintain appropriate data bases and loss activity reports.
- Performs other related duties as required.

SAFETY & LOSS PREVENTION SPECIALIST

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Business, Safety Management, Risk Management or a related field. Five (5) years of progressively responsible work experience in safety, risk management or workers' compensation and including compliance with governmental safety standards. Possession of a valid State of Florida Class "E" driver's license. Demonstrated skills in computer usage.

ISSUED: 4/91 PBL; BOARD APPROVED: 1/22/92; REVISED: 9/96 PBL; BOARD APPROVED: 10/22/96

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SAFETY & LOSS PREVENTION SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Safety & Loss Prevention Specialist - PTS