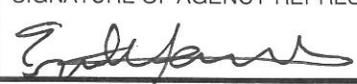


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005755	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Safety & Health Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 07  Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m. <b>PART-TIME</b> (Report in location & work hours subject to change)				
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
70	Coordinates, monitors & evaluates safety & health programs in DAS managed buildings: implements new programs (e.g., fire safety, chemical safety); coordinates fire & safety inspections, identifies hazardous conditions; analyze accident reports; initiates corrective measures; coordinates compliance programs & assists in development of safety guidelines for removal of hazardous conditions; investigates employee complaints; develops safety programs & training courses (e.g., fire safety, active shooter, AED, floor warden); provides technical interpretation of regulations & policies; becomes proficient with various fire systems in managed buildings; create & implement contingency plans for hazardous situations.		Knowledge of (1) natural sciences; (2) general program management; (3) employee fire safety & health practices; (4) employee fire safety inspection practices & procedures; (5) federal & state laws pertaining to employee fire safety & health; (6) public & employee relations; (7) employee training techniques; (8) fire systems* Skill in (9) operation of PC with associated hardware & software (e.g., MS Word, Excel, PowerPoint, Outlook, OAKS*). Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) write instructions & specifications concerning safety & health policies & regulations; (12) handle sensitive inquiries from & contacts with officials & general public; (13) prepare meaningful, concise & accurate reports; (14) deal with problems involving several variables in familiar context; prepare & deliver speeches, training &/or presentations before specialized audiences; (15) analyze data.	
30	Performs miscellaneous administrative duties (e.g., prepares & submits reports; processes records & maintains files; coordinates compilation of safety & inspection data; provides fiscal information for budgeting purposes); attends meetings, seminars & conferences. other duties as assigned.		Knowledge of 2, 3 Skill in 9 Ability to 13, 14, 15  *developed after employment.	
JOB CODE TITLE Safety & Health Coordinator		JOB CODE 24441		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			10/5/16	

Apd 10.5.16(cc)