

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Facility Risk Management Coordinator (W93)**

Job Family: 08

Department: Facility Services

Lane Placement: **13/14**

Supervisor's Title: Director of Facility Services & Staff Asst.

Contract: 245 Days

FLSA Classification: Non-Exempt

Hours per Day: 8

Original date: 10/97 Revised: 03/99 Revised: 07/15 Revised: 10/18 Revised: 03/19Revised: 09/2020 Revised: _____ Revised: _____ Revised: _____**GENERAL FUNCTION**

Under the supervision of the Director of Facility Services and Staff Assistant, the **Facility Risk Management Coordinator** identifies, evaluates and mitigates risk exposure for the District. Incumbent plans, implements and coordinates accident prevention and safety projects to minimize injuries and financial losses. Incumbent examines buildings, inspects fire and safety equipment, grounds and machinery to identify present and potential hazards and financial loss. Incumbent ensures compliance with safety codes, regulations and relevant legislation and serves as liaison between the District and local, State and Federal agencies regarding risk mitigation, hazardous waste, and emergency preparedness issues.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Identify, evaluate and mitigate risk exposure for the District and ensure the District is in compliance with Federal, State and local regulations
- Plan, implement and coordinate accident prevention and safety projects to minimize injuries and financial losses. Examine buildings, inspect fire and safety equipment, grounds, machinery and student loading zones to identify present and potential hazards and financial loss. Participate in Americans with Disabilities Act (ADA) accessibility investigations and proposals.
- Investigate vehicle, worker's compensation and other accidents to determine cause and implement remediation strategies. Investigate fires in conjunction with outside agencies.
- Coordinate risk management for equipment installation projects (e.g. playground equipment selection, installation and upgrades, emergency generators, flammable storage areas, fire suppression hood systems, disposal of hazardous chemicals, spill containment, and all others listed on annual risk survey).
- Coordinate vandalism reports, investigations, repairs and restitutions.
- Coordinate removal and disposal of District generated hazardous waste.
- Assist in implementing District white fleet procedures including verification of driver's licenses, State Risk defensive driving videos, employee agreements, etc.
- Gather lab samples of hazardous wastes for testing and arrange chemical testing with private lab or health department.
- Maintain records of District owned underground gas pipelines and coordinate inspections as needed.
- Conduct inspections of air quality (e.g. Co, natural or radon gas) and coordinate repairs. Direct sampling contracts and maintain records of air quality tests.
- Develop and conduct training programs (i.e. incident command training, forklift, Genie lift, Globally Harmonized System (GHS) Safety Data Sheets (SDS), safe driving, confined spaces or other department training as needed).
- Disseminate information on emergency preparedness and encourage safety training for District personnel.
- Prioritize projects, propose and maintain annual budget for risk management areas.
- Represent the District as liaison with local and State agencies on risk management and other safety and emergency concerns.
- Review all parking lot reconfiguration requests and oversee approval from State Fire Marshal's Office.
- Submit reports and correspondence to State agencies (e.g. annual District-wide risk management survey, risk mitigation project lists, underground tank closure records, hazardous waste disposal manifests, chemical waste profiles and lab analysis).

- Implement Occupational Safety & Health Administration (OSHA) regulations for employees and students.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Incumbent acts as chairperson for the District Safe Schools Advisory Committee and is responsible for setting up, training and maintaining Risk Management Committees at each school.
- Coordinate the annual development of safe neighborhood access programs (SNAP).
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires an Associate's degree in facilities, property insurance, risk management, loss control, fire science or a related field PLUS four (4) years of successful work experience in school related safety and security, accident/incident investigations, coordination with municipal first responders or experience working with State Risk Management safety guidelines/procedures or an equivalent combination of education and experience.
- The following certifications must be completed within one year of hire, as a condition of employment:
 - OSHA 30 Hour Training
 - Forklift Training Certification
 - Special Deputy Fire Marshall
- To be eligible for Lane 14:
 - Requires successful completion of the International Code Council (ICC) Accessibility Inspector/Plans Examiner) and pass the prescribed test to become ICC certified.
 - Requires successful completion of the URPA Playground Safety Inspector Certification.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Requires ability to plan, coordinate and manage specific projects related to facility use and operations. Requires demonstrated experience managing and tracking budgets.
- Requires thorough knowledge of Federal, State, local and District regulations regarding safety regulations and facility operations (e.g. OSHA, SDS, HAZMAT, State inspections, ADA).
- Requires ability to handle emergency situations and make quick decisions to resolve unique problems in the best interest of the District.
- Requires a working knowledge of risk management, hazard mitigation and loss control practices and techniques.
- Must be a team player. Incumbent will work with other staff members to draw upon their mutual knowledge and experience to address issues.
- Requires effective written/oral communication and organization skills.
- Ability to relate effectively with individuals and groups is essential. Interacts with principals, administrators and Directors, contractors, District personnel, State and local agency employees, parents and students.

- Must demonstrate competence in reading, writing and math.
- Computer literacy is required (e.g. word processing, spreadsheets, databases, desktop publishing, etc.).
- Ability to make sound judgments and decisions based on data gathered.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment. Operates a district vehicle.

Physical Requirements – Not limited to the following:

- Frequent sitting (up to 8 hours continuously).
- Occasional standing, stooping, bending, kneeling, awkward carrying up to 15 pounds and climbing ladders.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*