

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED SEPTEMBER 2012
RANGE: 52.5
CLASSIFIED
CODE: 2, 3, 7

SAFETY AND LOSS CONTROL SPECIALIST II

DEFINITION

Under supervision and evaluation from the Property & Liability or Workers' Compensation Director, as assigned, perform technical consultation services and compliance reviews, train district employees, and conduct safety and loss control functions, for Self-Insured Schools of California (SISC I & SISC II) member agencies.

Perform other related work as required.

ESSENTIAL FUNCTIONS

Directly responsible for the following duties as assigned:

conduct AHERA accredited three-year reinspection;

maintain individual district asbestos management plans and provide required documentation of activity as required in the AHERA legislation;

conduct training for district employees and administrative staff as appropriate;

provide technical consultation service for districts regarding asbestos related activities and other safety and loss issues;

conduct various safety and loss control functions while making visits to the school sites such as site audits, building appraisals, and incident investigations;

assist districts with implementation of risk management and risk control strategies;

assist districts with compliance of newly enacted applicable regulations;

act as liaison between school districts and regulatory agencies;

generate, organize, and interpret confidential data pertaining to workers' compensation loss analysis;

assist school districts with experience modification rate management;

attend and present information at regularly scheduled SISC board meetings;

conduct worker safety training for school district employees and administrative staff as appropriate;

communicate and work directly with adjusters and examiners and medical network providers;

other duties as assigned.

QUALIFICATIONS

Knowledge of:

Building inspections and bulk sampling techniques as required by AHERA;

construction materials, processes, and building classifications;

Asbestos Management Plans and their implementation;
school facilities, school maintenance and operations functions;
modern office practices and procedures;
basic workers' compensation terminology and processes;
current worker safety regulations;
return-to-work program development, procedures, and implementation;
workplace ergonomics, including current trends and mitigation practices.

Willingness to stay abreast of trends, innovations and practices related to safety and environmental control concepts;

be familiar with standard business machines and automated data management, storage and retrieval systems and other business/safety related equipment.

Ability to:

Work independently to set work schedules to complete assigned tasks and to provide service;

skillfully perform tasks pertaining to safety and environmental specialty related activities;

communicate effectively in public, in conference and in written materials;

work harmoniously with the staff and administrators, both as a leader and group member in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

travel out-of-town to member school districts within the State of California;

attend professional development, training, and meetings as requested;

conduct and provide written or oral follow-up pertaining to workstation evaluations, job task analysis', worker safety inspections, and job observations.

Experience:

Minimum of one year in safety, industrial hygiene, school facility supervision, construction or related field.

Education:

Must hold a Bachelor's degree or have demonstrated equivalent training in safety construction, risk management, school facilities, or related field.

License/certificate requirements:

Playground Safety Inspector Certification required for some assignments.

Physical requirements

Performance of the essential functions of this position ordinarily requires the following physical abilities:

1. See for the purposes of reading laws and codes, rules and policies and other printed matter; operating a vehicle; inspecting facilities; reading equipment meters.

2. Hear and understand speech at normal levels.
3. Speak so others can clearly understand a normal conversation in person and on a telephone.
4. Stand for an extended period of time.
5. Walk on uneven surfaces.
6. Stoop, kneel, and crawl.
7. Push and pull.
8. Reach in all directions.
9. Work at heights.
10. Work in closed/confined spaces.
11. Ascend and descend ladders.
12. Operate office equipment, including PC Keyboard.
13. Lift 50 lbs.
14. Carry 50 lbs. short distances.
15. Work in the elements (temperature extremes).
16. Write legibly using pencil and/or pen.
17. Finger dexterity to operate monitoring, detection and personal protection equipment.
18. Sufficient upper body strength to lift own body weight from a ladder or other surface to a platform as much as six to eight inches above shoulder.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/14/15

G:\Safety and Loss Control Specialist II.doc