

**Orange County Public Schools
Job Description**

DIRECTOR, SAFETY

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university with an emphasis in an area of study relevant to the position (i.e., environmental health sciences, industrial hygiene, occupational safety, public health, risk management, safety engineering or similar). Master's degree preferred.
2. Five (5) years of progressively responsible senior management experience in directing enterprise level environmental health, risk and/or safety programs within a large public or private sector environment equal in scope to the duties and requirements of the position.
3. Completion of FEMA Incident Command System 100, 200, 300, 400 and National Incident Management System 700 and 800 courses within 6-months of employment.
4. Associate in Risk Management (ARM) certification preferred.
5. Certified Safety Professional (CSP) certification preferred.
6. Safety Management Specialist (SMS) certification preferred.
7. Must possess and maintain a State of Florida driver's license and proof of insurability as a condition of employment.
8. Must successfully pass a comprehensive background assessment.

TERMS OF EMPLOYMENT:

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day. Incumbent may be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Florida Department of Law Enforcement (FDLE) and other criminal justice agency user agreements so as to fulfill the duties of the position. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position may be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The incumbent is designated "critical personnel" during an emergency and can be subject to being held over or called back to a district location at all times.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated ability to effectively lead a diverse enterprise risk and safety portfolio within a large, complex public or private sector environment. Comprehensive knowledge and experience in applying contemporary risk and safety principles, practices, technologies and techniques. Knowledge of Florida Department of Education State Requirements for Educational Facilities (SREF) and the various codes and standards adopted by SREF. Knowledge of federal and state regulations pertaining to workplace safety to include OSHA regulations under 29 CFR 1910 and 1926. Skilled in the review of building plans and schematics to determine compliance with health and safety regulations. Ability to coordinate pedestrian, traffic and vehicle safety programs. Ability to coordinate and/or conduct health-related inspections to include those for food service operations and other areas required to meet sanitation standards. Proven ability to think strategically and develop complex business cases and effective project execution plans. Excellent project management skills and proven ability to lead cross-functional project teams. Ability to

apply principles of continuous improvement methods within the work environment. Possesses strong analytical, problem identification and resolution capabilities. Ability to communicate verbally and in writing, effectively presenting ideas and providing plans, policies and procedures in a clear and concise manner to internal customers, team members and senior leadership. Capability to consistently demonstrate a high degree of accountability, personal integrity and emotional maturity. Demonstrated ability to effectively, continuously and discreetly work with confidential and potentially sensitive information. Commitment to working with individuals from diverse socio- economic and cultural backgrounds.

REPORTS TO:

Senior Director, Safety and Emergency Management

JOB GOAL:

A senior management position within Safety and Emergency Management that is directly responsible for providing strategic leadership and vision to the Office of Safety (OS). This position is accountable for directing all OS functions, personnel and resources. Position will provide leadership over a highly regarded health and safety program that is committed to achieving district's goal of maintaining a "Safe Learning and Working Environment."

SUPERVISES:

Safety Manager

MACHINES, TOOLS, EQUIPMENT:

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position to include: automobile, computer, telephone, integrated copier/fax/imager, two-way radios, whiteboard system, Crestron system, etc.

Must be able to use personal protective equipment and other public safety equipment as provided by the district. Position requires incumbent to possess a valid Florida driver's license and proof of insurability at all times. Incumbent must maintain regular access to a cell phone and motor vehicle (personal or agency) for business purposes.

PHYSICAL REQUIREMENTS:

Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

At times, may be required to climb ladders and stairs, move and/or climb obstacles, run, lift heavy objects (possibly up to 50 pounds), perform tasks in confined space and work under conditions as required by the specific situation and/or emergency.

PHYSICAL ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

- 70 Sitting: Resting with the body supported by the buttocks or thighs.

- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.

- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.

- 5 Bending: Lowering the body forward from the waist.

- 5 Reaching: Extending hand(s) and arm(s) in any direction.

- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.

- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

- 70 Grasping: Applying pressure to an object with the fingers and palm.

- 90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.

- 90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

Duties require the ability to respond to incidents after hours, and work extended hours on site, possibly under difficult and trying circumstances. Must maintain 24-hour availability via a wireless device capable of voice and data communications. The incumbent will be considered "critical personnel" subject to being called back to the office or a district location at all times.

Duties may expose individual to personal risks as they observe and report details relating to potential and actual hazards, incidents and/or emergencies. Position requires incumbent to work in all weather conditions, under extreme temperatures, around chemicals, chemical fumes, bio-hazards and electrical and mechanical hazards.

Position may be required to periodically work evening and weekend hours to manage department operations during extracurricular activities, incident activations, special events, town hall meetings and other functions as required by district-wide activity.

May be assigned to the district Emergency Operations Center during activations requiring extended work hours. Incumbent is also subject to being embedded as an agency representative in an external agency Emergency Operations Center. Assignments are at the discretion of department leadership.

PERFORMANCE RESPONSIBILITIES:

- * Manifest a professional code of ethics and values.
- * Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- * Model the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- * Develop, implement, and lead enterprise-wide programs and services that support a healthy and safe environment for students, teachers, staff and visitors. Apply proactive prevention-based measures to reduce the organization's exposure to health and safety-related risks.
- * Administer the district's emergency life-saving measures program (i.e., AED, bleeding control kit, trauma kit, etc.). Establish programmatic guidelines. Determine standards for the acquisition, deployment, care and maintenance of equipment. Implement training requirements, manage training delivery. Ensure compliance with all policies, procedures, regulations and statutes.
- * Lead the districts pedestrian and traffic safety program (SafeWalk Program) ensuring coordination between district departments, community partners and schools. Maintain external agency crossing guard relationships. Coordinate pedestrian and traffic safety assessments, and work with appropriate counterparts to address identified deficiencies. Chair the SafeWalk Committee.
- * Conduct continuous analysis of health and safety incidents, identify trends and recommend mitigation and prevention strategies to reduce impact. Utilize collaborative model to develop solutions. Implement approved approaches, and monitor outcomes to determine efficacy.
- * Audit district health and safety programs to determine compliance with policies, procedures, regulations and statutes. Collaborate with work location safety coordinators to align practices across the enterprise. Establish a common framework for managing district health and safety programs.
- * Provide direct support to work locations in developing site specific health and safety plans. Work in partnership with risk and safety groups to ensure integrated content for plans. Coordinate collaborative problem-solving teams to identify solutions to complex health and safety issues.
- * Coordinate with risk and safety partners to develop comprehensive and uniform health and safety standards. Provide common framework for creating health and safety plans, procedures and training. Promote a unified health and safety strategy encouraging a culture of safety. Convene the Safety Council and chair the Joint Safety Committee.

- * Deliver awareness, education and outreach programs to increase competency and generate cooperation in reducing health and safety risks. Utilize a variety of approaches to engage stakeholders and provide guidance, information and resources.
- * Manage applicable health and safety compliance requirements. Collect compliance data and prepare reports. Ensure the timely submission of materials to the appropriate regulatory agency. Interact with regulatory agency staff, and facilitate engagements between the agency and the district.
- * Serve as a member of the District Incident Management Team (DIMIT). Staff the Emergency Operations Center (EOC) during periods of activation.
- * Generate business cases to secure authorization and funding for the implementation of health and safety risk prevention and reduction initiatives.
- * Represent the school district on various working groups and foster positive relationships within these cohorts.
- * Provide leadership during critical incidents, emergent situations and special events.
- * Maintain close professional relationships with local counterparts. Participate in relevant professional associations to remain current on knowledge and skills.
- * Lead program/service assessments, quality improvement and/or special study projects as assigned.
- * Assist in the overall administration and management of departmental budgets, personnel, programs, resources and strategic initiatives to ensure that priorities are established and satisfied.
- * Contribute to the development of standards and practices that ensure the department's position as a model school district safety and emergency management agency.
- * Follow the district's policies and procedures as related to all HRMD guidelines and the district's instructional initiatives.
- * Follow the district's policies and procedures as related to fixed assets.
- * Develop leadership in subordinates.
- * Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
- * Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
- * Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
- Perform other duties and responsibilities as assigned by supervisor.

- * * Essential Performance Responsibilities

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.