

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: Supervisor, Maintenance and Operations Safety and Compliance Officer

(Range S-25)

BASIC FUNCTION:

Under the direction of an assigned supervisor, ensure the Maintenance and Operations facilities is in compliance with federal, state, and local legislation, perform regular safety audits and inspections, and assist with the administration of safety policies and continuous improvement assessments to reduce risk to the safety of our team members.

REPRESENTATIVE DUTIES:

Develop and maintain various safety and business plans as required by law and monitor various operating permits for required renewals and updates. *E*

Maintain and update relevant records, plans and permits in a timely manner in order to remain compliant with local, state and federal law. *E*

Provide Director with reports regarding maintenance activities, training, permit expirations, hazardous materials transportation and manifesting activities and other compliance activities within the department. *E*

Consult and educate team members on occupational health and safety matters to ensure that there are no potential health or safety hazards to Maintenance and Operations staff, and that staff and administrators have been apprised of their responsibilities. *E*

Track the use, maintenance and condition of equipment utilized by department to ensure safe operation at all times. *E*

Develop and maintain the Emergency Supply Shed Equipment/Operations and monitor compliance with all fire extinguishers and eyewash stations within the Maintenance, Operations and Transportation Departments (MOT). *E*

Monitor the use of appropriate Personal Protective Equipment (PPE) by department staff. *E*
Ensure that first aid services and equipment meet current criteria. *E*

Undertake compliance audits and assist with inspections to ensure the department, site, and team members are in compliance. *E*

Track and update various operating permits administered by the department. *E*
Participate in investigations, assist with identification of root causes, and develop corrective actions. *E*

Reclassification effective 6/1/22

Create, analyze, evaluate, update and maintain any plan/system (i.e. Disaster Relief, Injury Reporting, etc.) related to safety and compliance to improve the overall effectiveness of occupational health and safety environments within MOT. *E*

Provide advice and recommendations on compliance with local, state and federal regulations related to the areas of responsibility, including methods to control hazardous conditions. *E*

Manage the storage, disposal and reporting of all hazardous materials and waste used and generated by the department. *E*

Inspect workplaces (including equipment) to ensure that a safe work environment is being maintained and work procedures reflect effective accident prevention practices. *E*

Monitor Emergency Response Plans and take appropriate action in response to any emergency. *E*
Write Standard Operating Procedures (SOP) to ensure compliance with local Occupational Health and Safety Regulations. *E*

Coordinate education and training for all team members in various safety compliance systems and plans, legislative and regulatory requirements and safe working practices. *E*

Attend and participate in monthly Site Safety meetings. *E*

Promote a proactive safety culture. *E*

Implement and conduct new or existing training programs for team members, as needed (i.e. onboard, search & rescue, accident avoidance, etc.). *E*

Maintain detailed records of departmental safety programs (i.e. training logs, reports, inspections). *E*

Maintain a positive relationship and resolve any conflict with regulatory bodies (CAL OSHA, Environmental Health, EPA, SCAQMD and State/Local Regulators) and all internal stakeholders. *E*

Serve as Custodian of Record for the district's Well Water Diversion Reports and Septic Tank Sampling. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Local, State and federal regulations related to safety and compliance.

District organization, operations, policies and objectives.

Regulatory bodies (CAL OSHA, Environmental Health, EPA, SCAQMD and State/Local Regulators).

Compliance auditing and record keeping techniques.

Safety equipment, techniques, and requirements for the reporting, control, mitigation, clean up, or disposal of emissions, waste products, by-products, spills, and leaks.

Investigation and reporting techniques.

Modern office practices, procedures, and equipment including computers and software.

Telephone and interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Training programs for occupational health and safety environments.

Positive working relationships with both internal and external stakeholders.

ABILITY TO:

Understand and interpret applicable laws, rules and regulations.

Conduct safety inspections and make recommendations.

Manage time and work effectively.

Meet schedules and timelines.

Maintain records and prepare reports.

Operate a variety of office equipment

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Establish a proactive occupational health and safety environment.

Train small and large groups of individuals.

Develop, evaluate and identify solutions to issues.

EDUCATION AND EXPERIENCE:

Graduation from High School or equivalent and three years of experience in a position of increasing responsibility, involving contact with the public, compliance, occupational health and/or safety.

Reclassification effective 6/1/22

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment

Seasonal heat and cold or adverse weather conditions

Driving a vehicle to conduct District business.

PHYSICAL ABILITIES:

Dexterity of hands, wrists and fingers to operate equipment.

Seeing to read and prepare various materials and reports.

Lifting heavy objects.

Hearing and speaking to exchange information in person or on the telephone.

Bending at the waist, kneeling or crouching.

Sitting or standing for extended periods.