



## Safety Officer

Reports to the Safety, Security & Transportation Manager and is an hourly, non-exempt position. Responsible for enforcing all laws, rules and policies authorized by the Safety and Security Department. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

### Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and the operating principles.
- Enforces all authorized laws, rules and regulations.
- Ensures compliance with OSHA regulations and health and safety practices.
- Ensures compliance with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins, ODLE and Center policies and procedures.
- Ensures that personal protective equipment is worn in the vocation areas to comply with appropriate OSHA standards.
- Serves as a positive role model for students by reinforcing safety practices.
- Advises the Center Director of any safety and health concerns.
- Functions as the facilitator at required Safety Meetings.
- Conducts accident investigation.
- Processes student accident and injury reports in full compliance with required regulations.
- Promotes safety campaigns to reduce accidents and injuries.
- Provides Safety Awards and recognition.
- Attends required staff training sessions.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

### Education and Experience Requirements:

- High School Graduate or equivalent. Must complete all safety-related courses as outlined in PRH and ODLE policies/procedures.
- Prefer three to six months experience in a safety or work-related capacity
- Documented qualifications must be provided.
- Valid driver's license in the state of employment with an acceptable driving record.

**Additional Requirements:** Knowledge of safety procedures. Must obtain and maintain CPR/First Aid Certification.

Ability to effectively relate to trainee population. Excellent communication skills, both oral and written. Position requires an ability to operate office equipment and drive an automobile. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent sitting, standing, walking. Occasionally, position involves bending, stooping, carrying, running and driving, so flexibility is important. Applicant must be able to see, hear, and speak frequently.

**Environmental Demands:** Position requires ability to spend 50% of work time outside and 50% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

**ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**