

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Safety Coordinator	<u>CLASS NUMBER:</u> 60130.2	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N12	<u>POSITION CONTROL #:</u> 033006
<u>POSITION LOCATION:</u> 80 E Fulton Street, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Chief Operating Officer (033000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Safety Coordinator classification is to assist the Chief Operating Officer in coordinating, monitoring and evaluating building evacuation plans for all County facilities; to recommend, schedule and conduct training for staff; to maintain safety team records; and to track safety tools and equipment.

JOB DUTIES:

Prepare drill plan documents for building safety. Prepare documents showing specific drill duties of Safety Teams and High Rise Safety Officers. Attend safety drill planning committee meetings. Attend and participate in meeting with Safety Teams for post-drill exercise evaluation and dissemination of information received through feedback forms. Compile statistical data from feedback forms. Attend meetings with outside vendor representatives, emergency first responders and PFM administration. Recommend, schedule and conduct training for staff. Maintain and keep safety team member records up to date. Tracks safety tools and equipment provided by the building managers. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge in inventory control; employee training; safety practices; agency policy and procedures. Skill in equipment operation. Ability to carry out detailed but basic written or oral instructions; add, subtract, multiply and divide whole numbers; recognize unusual or threatening conditions and take appropriate action; understand system of mechanical or other procedures; interpret variety of instructions in written, oral, picture, or schedule form; understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; comprehend and record figures accurately; use statistical analysis; recognize safety warnings; prepare meaningful, concise and accurate reports; prepare and deliver speeches before specialized audiences and general public; gather, collate and classify information about data, people or things; cooperate with co-workers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate degree in safety or related field with two (2) years of safety or related experience.

Additional Requirements

Must maintain a valid Ohio driver's license.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date