



Safety and Security Coordinator

Reports To:	Director, Office of Safety and Security	FLSA:	Exempt
Typical Schedule:	245 days/8 hours	Job Code:	TBD
Bargaining Unit:	None	Salary Schedule:	Mgmt 07

JOB GOAL

Responsible for planning, organizing, coordinating, and monitoring safety and security protocols, while ensuring compliance with local, state, and federal regulations. This includes developing and coordinating emergency operations programs such as hurricane preparation and shelter operations.

ESSENTIAL DUTIES & RESPONSIBILITIES *The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be construed as an exhaustive list of all duties and responsibilities required of those in this position.*

1. Coordinate, plan, and organize district safety, emergency operations, and school-based traffic functions and programs.
2. Plan, organize, and coordinate activities for emergency management programs, shelter operations plans for schools, and act as county emergency management office liaison.
3. Coordinate, plan, and organize the district traffic safety initiatives and serve as chair for school traffic safety committee.
4. Plan, coordinate, and conduct shelter training and exercises for the school district.
5. Maintain school, district, and bus cameras and video footage integrity by following the chain of custody procedures.
6. Provide video footage of incidents when requested for internal or police investigations.
7. Coordinate disaster response and crisis management activities such as opening shelters and implementing special needs plans and activities.
8. Provide disaster preparedness and other safety training to district staff and other stakeholders.
9. Collaborate with district officials to analyze and prepare damage assessments following disasters or emergencies.
10. Coordinate the District's hurricane preparation and shelter operations plan.
11. Develop and maintain contacts with local officials and government entities in order to facilitate plan development and response efforts.
12. Respond quickly to emergency situations and serve as a district representative at emergency shelters as determined by the Superintendent.
13. Serve on various safety related committees as needed.
14. May have to work non-standard hours during emergency situations.
15. Perform other duties as assigned.

MINIMUM REQUIREMENTS *Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of current safety and security practices and procedures used district wide
- Knowledge of state and local rules, regulations, and procedures related to emergency management
- Ability to function independently, as assigned, to provide guidance and assistance to work crews in more complex projects dealing with subcontractors
- Ability to review drawings, blueprints, sketches and/or related specifications relevant to bleachers/stadiums blueprints, security blueprints, shelter operations blueprints
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

EDUCATION, TRAINING & EXPERIENCE

- High School diploma or equivalent
- Minimum of 2 years' experience related to safety programs, disaster preparedness and security management
- OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

CERTIFICATES, LICENSES, & REGISTRATIONS

- Valid Florida driver license
- Must maintain a driving record that meets the standards of the District Safe Driver II Plan. Driver license must be maintained as a condition of continued employment

<ul style="list-style-type: none"> Any required certification or license needed to perform assigned work
PREFERRED QUALIFICATIONS
<ul style="list-style-type: none"> Five years of progressively responsible experience related to safety programs, disaster preparedness and security management
SUPERVISORY RESPONSIBILITY
None
PHYSICAL REQUIREMENTS
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.
PHYSICAL ACTIVITY <i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</i>
While performing the duties of this job, the employee is required to stand, walk, sit, use hands/fingers to handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk, and hear. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
WORKING CONDITIONS
<p>Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.</p> <p>Cold: The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.</p> <p>Heat: The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.</p> <p>Noise: The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.</p> <p>Hazards: The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.</p> <p>Atmospheric Conditions: The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.</p> <p>Oils: The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.</p>
MACHINES, TOOLS, EQUIPMENT
General office equipment, including personal computers, fax machines, copiers, telephones, etc.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i></p>

Pasco County Schools will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.