RICHLAND COUNTY RECREATION COMMISSION

Job Title:	Safety Officer
Department:	Full-Time Administrative
Pay Grade:	309
FLSA Status:	Non-Exempt

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position will promote and assure the safety of recreational facilities, employees and patrons through the development and implementation of protective standards, regulations and monitoring requirements. Employee will provide excellent customer service to internal and external customers with a sense of urgency and care and will be detailed oriented and able to manage multiple tasks and programs. Employee will conduct facility, field, compliance and safety inspections.

ESSENTIAL JOB FUNCTIONS

- Providing backup to analyze all risk factors for improvement of computer systems.
- Assist with the development, implementation and management of the RCRC Safety Program. Direct and coordinate the participation of departments within the program. Additionally, create and/or modify safety policies and update the RCRC Safety Manual as needed.
- Conduct safety inspections and evaluations at all RCRC facilities and playgrounds to ensure compliance with local state and federal laws, regulations and standards. Report findings to the Risk Manager and recommend changes to establish safe work conditions.
- Collaborate with recreation, athletic, maintenance and grounds leaders to identify hazardous conditions and work practices.
- Assist in maintaining emergency preparedness and evacuation plans for each RCRC facility.
- Serve as a member of the RCRC Safety Committee.
- Conduct safety audits of worksites, equipment, and safety devices to ensure compliance with OSHA safety standards, regulations and agency policy. Report findings to the Risk Manager and recommend changes to establish safe work conditions.
- Assist with the investigation of accidents and incidents of property damage or injury at RCRC facilities and worksites to ascertain cause and need for corrective action.
- Oversees the maintenance and semi-annual and annual inspection of all burglar and fire alarm systems (extinguishers, sprinklers, hood suppression).
- Coordinates safety trainings to include OSHA, Active Shooter, Driver Safety etc.
- Maintain the Safety Data Sheet binders to ensure the reference information is current for all RCRC facilities and the master binder.
- Manage the inventory database for First Aid and Personal Protective Equipment. Order and distribute items for proper control and documentation.
- Receive and review the weekly RCRC Facility Safety Checklists.

- Confirm with facility staff deficiencies have been input into the Fixx system for repair or replacement.
- Coordinate with local, state and federal law enforcement on all RCRC safety issues.
- Serve in a 24 hour on call capacity for the agency, if needed.
- Performs other duties as necessary.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma with three (3) years of related work experience desired.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety principles, policies, and practices of risk management and safety programs.
- Knowledge of Americans with Disability Act (ADA) Title II and related regulations.
- Knowledge of basic management practices and procedures.
- Knowledge of Microsoft applications, such as Outlook, Work, PowerPoint, Excel, and Access.
- Knowledge of OSHA standards
- Skill in communicating, both verbally and in writing.
- Skill in providing customer service.
- Ability to work well with others.
- Ability to prioritize and adjust workloads.
- Ability to be a team player.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

- Must possess a valid Driver's License to drive an RCRC vehicle, and produce an acceptable 10 year driving record.

PHYSICAL DEMANDS

The work is medium work and requires exerting up to 50 pounds of force occasionally, up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work may also require balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, perceiving sounds at normal speaking levels, distinguishing among sounds, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by spoken word, shouting above noises, visual acuity in data/color/ observations/equipment/inspections, and walking.

WORK ENVIRONMENT

Work is typically performed where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time. Requires working a flexible schedule.

Richland County Recreation Commission has the right to revise this position description at any time, and does not represent in any way a contract of employment.