

**Job Title:** CTE Safety Specialist  
**Department:** Career and Technical Education (CTE)  
**Reports To:** CTE Director  
**FLSA Status:** Exempt  
**Salary Schedule:** EC lane 03



## **SUMMARY**

The CTE Safety Specialist provides support and training to the CTE Teachers in Washington County School District. The Specialist is responsible for conducting safety inspections and coordinating other preventative measures to maximize safety compliance in the WCSD CTE Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Delivers required safety training for WCSD CTE Teachers.

Provides on-site safety inspections, to maximize safety compliance.

Coordinates with CTE Teachers on preventative maintenance records for CTE equipment to lengthen equipment life – with accident prevention being the greatest benefit.

Provides training for teachers on preventative measures and maintenance.

Attends District and State Safety Committee meetings.

Develops a replacement schedule for equipment and facility upgrades.

Coordinates equipment blade sharpening for increased safety.

Coordinates appropriate disposal of tires, used oil and antifreeze.

Assists with asset and inventory management.

Responds to teacher requests for repairs, upgrades, and the addition of equipment & infrastructure in CTE labs.

Assists with gathering data related accidents and prevention.

Assists in the researching, bidding, and purchasing of new equipment, tools, and fixtures used in CTE programs.

Coordinates with the Maintenance Department and/or contracted technicians for needed repairs.

Assists in the set-up of equipment acquired for CTE labs.

Provides support for greenhouse systems.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have working knowledge of State Risk Management guidelines. Must understand and apply district, state, and federal rules and regulations.

Knowledge of and ability to effectively use basic technology including: email, word processing, database, and spreadsheet programs to compile a variety of reports.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Demonstrates strong organizational skills, written and oral communication skills, and interpersonal skills.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from an accredited college or university in related field; OR a minimum of 5 years related experience; OR equivalent combination of education and related experience.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use fingers and hands to handle, or feel, and talk or hear. The employee frequently is required to sit, stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may occasionally work in outside weather conditions and work near moving mechanical parts. The noise level in the work environment is usually moderate.

Prepared By: <b>CTE Director</b>			Date: <b>04/24/2019</b>
Approved By: <b>Assistant Director, Human Resources</b>			Date: <b>05/03/2019</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	