

Job Title:	Safety & Security Coordinator
Supervisor:	Associate Superintendent for Human Resources & Facilities/Construction Maintenance Manager
Employment Terms:	12 Months
Salary Range:	\$40,000 - \$55,000

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Safety coordinator works to ensure that other employees at West-MEC can complete their work safely. Set standards for their workplace based on legal requirements and train employees to help them understand these rules. Safety coordinator will also monitor working conditions and resolve any safety issues that may arise and implement and oversee the Districts Emergency Response Protocols at all District sites.

Essential Duties and Responsibilities:

- Create and implement safety plans while ensuring that they are being followed.
- Knowledge of the Arizona School Risk Retention Trust, and the Alliance for Workers Compensation.
- Attend safety walks and inspections before or during each project to analyze safety risks.
- Educate all employees on safety standards and expectations as well as safe machinery operations with Maintenance Staff.
- Provide recommendations for improving safety in the workplace.
- Maintain documentation of the company's safety procedures, accidents and related events.
- Act as a liaison between management and external safety agencies, such as fire, police and other governmental agencies for the state of Arizona and Ariz Department of Education.
- Train employees in safety protocol procedures.
- Oversees use of chemicals and pesticide application.
- Stays up to date on new state and federal health and safety regulations.
- Run emergency drills to gauge employee readiness.
- Spend time on the job sites evaluating health and safety requirement.
- Process paperwork that is required to keep West-MEC in compliant with Arizona state statues.

Qualifications:

- Registration as a Certified Safety Professional or similar form of licensure as a safety officer.

- Experience with PowerPoint, Excel and auditor safety software.
- Excellent written and verbal communication skills, effective public speaking and presentation skills.
- Have an understanding of federal, state, and city safety requirements, including OSHA.
- Ability to manage multiple projects and priorities at the same time.
- Excellent interpersonal skills and the ability to establish effective professional relationships with employees and project managers.
- Demonstrate broad knowledge of state and federal safety guidelines for the work.
- Exhibits knowledge of appropriate emergency protocols.
- Communicates clearly and effectively.
- Exhibits strong organizational skills.
- Possesses solid problem-solving and analytical abilities.
- Works well with a team.
- Possesses strong writing skills.
- Demonstrates ability to remain calm and cool-headed in the event of an emergency.

Other Requirements:

- Associate's Degree in Occupational Health and Safety, or equivalent experience in area of Safety.
- OSHA certification is required.
- Background in training for Stop the Bleed, CPR, and AED's.
- Must be able to pass a fingerprint check and background check.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open Until Filled

Start Date:

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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