

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**Coordinator of Safety and Energy**

**IMMEDIATE SUPERVISOR**            Executive Director of Facilities, Planning, and Property

**GENERAL DUTIES**

This position supervises, develops, and implements plans and programs to assure that the District's safety requirements are being met. The position also develops and recommends plans for providing current and future safety needs.

**ESSENTIAL REQUIREMENTS**

- A. Two years of college or business school or equivalent training
- B. Four years of managerial, professional, or technical experiences in EHS management
- C. Demonstrated prior experience in planning, estimating, scheduling and assigning work to complete a variety of EHS projects
- D. Demonstrated ability to review bids and recommend contractors or firms to furnish materials and labor to perform EHS contracts
- E. Demonstrated ability to investigate problems and complaints; to resolve matters within the scope of authority; identify potential safety problems; and recommend solutions to those foreseen problems
- F. Respond to emergency situations as needed
- G. Ability to establish and maintain effective working relationships with other employees, representatives of outside agencies and the general public
- H. Possession of a current Oregon Operator's License issued by the State Department of Motor Vehicles
- I. Ability to work cooperatively with certified (licensed) and classified (non-certified) staff
- J. Ability to effectively communicate orally and in writing
- K. Position may require additional licenses or certifications
- L. Possession of current certification as Asbestos Inspector/Management Planner, per Environmental Protection Agency requirements
- M. Possession of current certification as Unarmed Security Guard, Unarmed Security Guard Instructor, and Executive Security Manager, per requirements of Oregon Department of Public Safety, Security, and Training
- N. Possession of current certification as CPR/First Aid Instructor
- O. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- P. Maintain integrity of confidential information relating to students, staff, or district patrons
- Q. The ability to work harmoniously with others

## **ESSENTIAL RESPONSIBILITIES**

- A. Plans, directs, coordinates, and supervises the activities of the District's safety program
- B. Coordinates District's First Aid/CPR training program; Blood borne Pathogen Training, Blood Fluid Spills, and Vaccinations; Bee Sting Inoculations; Right-to-Know/MSDS; Employee Flu Shot Program; Asbestos Management Plan; Immunization Program; Student Incident Reports; Playground Safety; Facility Safety
- C. Assists in budget development for the Facilities Department
- D. Assures compliance with policies, laws and standards relative to safety program and OSHA requirements including Federal and State rules and regulations regarding EHS practices
- E. Contributes to safe and productive working conditions by implementing and directing inservice training programs
- F. Oversees District Safety Committee
- G. Performs other related duties as may be assigned by the supervisor or the Superintendent
- H. Develops, implements, and manages District energy usage and utility monitoring and metering for existing and new utilities and facilities
- I. Analyzes District utility usage and develops equipment related energy conservation measures
- J. Research available utility rebate programs
- K. Makes recommendations for existing energy use system upgrades and new equipment acquisitions
- L. Works with individual facility and school functions to identify, train, implement, and monitor energy conservation measures
- M. Performs duties of Local Education Agency Designated Person, per Asbestos Hazard Emergency Response Act requirements
- N. Performs duties of Executive Security Manager, per Oregon Department of Public Safety, Security, and Training
- O. Coordinates Drinking Water Quality Control Program per Oregon Department of Health requirements
- P. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)  
 F – Frequently (2.5 – 5.5 hrs per day)  
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)  
 C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing				<b>X</b>	
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling			<b>X</b>		
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot		<b>X</b>			
Climbing (stairs)				<b>X</b>	
Climbing (ladder)				<b>X</b>	
Reaching overhead			<b>X</b>		
Reaching extension			<b>X</b>		
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing				<b>X</b>	
Fine manipulation		<b>X</b>			
Using foot control		<b>X</b>			
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>					
*Lifting/Carrying Maximum weight: <b>50 lbs.</b>					

\*Identify items typically moved: \_\_\_\_\_

\_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Pay Grade:** Administrator – Pay Grade H  
**Last Revised:** April 2008