

The University of Akron
Classification Specification

| | | | |
|-------------------------|-----------------------------|------------------|-----------------------|
| Job Title: | Safety Officer | Job Code: | 46321 |
| Job Function: | Staff | Grade: | 120 |
| Job Family: | Classified | FLSA: | Exempt |
| SOC Description: | 6000 Public Safety Division | Date: | 6/15;9/09;4/07;1/04;7 |

Job Summary:

Provide a safe work environment for University employees by enforcing all federal, state and local safety regulations.

Essential Functions:

35% Conduct frequent inspections of work sites, equipment and assignments of the physical plant employees. Make recommendations to employees and supervisors concerning safety hazards and necessary improvements to the work environment.

30% Evaluate the concerns and complaints disclosed by University employees regarding safety issues and potential hazards. Provide new employee safety orientation and necessary training to meet regulatory requirements. Issue uniforms and uniform vouchers to employees as needed.

20-25% Institute an investigation of all recorded accidents and make recommendations to prevent or avoid recurrences of similar accidents. Write reports, compile records, and maintains files as needed to promote organization and efficiency. Prepare written procedures and develops programs to enforce compliance with safety regulations. May organize a safety committee to create an environment that promotes employee input.

10-15% Maintain knowledge of federal, state, and local safety regulations through personal research and attendance at informative meetings and seminars. Write reports, compile records, and maintain files as needed to promote organization and efficiency. Write reports, compile records, and maintain files as needed to promote organization and efficiency. Prepare written procedures and develop programs to enforce compliance with safety regulations.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

Asbestos Hazard Evaluation Certification, OSHA #501 Authorized Trainer Certification both may be obtained within six months of appointment contingent on testing availability. May require HAZWOPER training

Experience:

Requires a minimum of 2 years experience applying and training employees in safety regulations. Strong communication skills as well as a working knowledge of general building trades and custodial work required. Sound judgment and problem-solving skills required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.