

**POSITION:** Safety Officer  
**DEPARTMENT:** Safety and Security  
**REPORTS TO:** Safety & Security Manager  
**FLSA STATUS:** Non-Exempt

**Job Summary:** Assists the Safety/Security Manager with safety inspections, walk-throughs, and other duties of the Center Safety and Security Departments.

**Duties:**

- Serve as Facilitator for the Center Occupational & Safety Health Committee.
- Performs building safety checks on a weekly basis and provides written feedback to Safety/Security Manager
- Conducts regular inspections of GSA vehicles for safety and maintenance and communicates concerns to the Safety Manager and Senior Driver
- Conducts weekly safety training to new students in the absence of the Safety/Security Manager
- Assists the Safety/Security Manager with investigations of safety related issues.
- Monitors the Center grounds daily throughout the training day to help ensure all personal protective equipment is being used and that students and staff are using safe work habits
- Conducts safety orientations to new employees in the absence of the Safety Manager Student Intern Program
- Assists the Safety/Security Manager with security investigations as requested.
- Attends regular OSHA and DOL Safety training
- Follows CDSS/CSS/BMS Plans and Procedures daily
- Complies with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins, and Center policies and procedures.
- Ensures the Center Occupational Safety & Health Plan is maintained with most current Center and PRH requirements.
- Ensures PRH required Safety Officer basic equipment is in good operational condition at all times
- Maintains good housekeeping in all areas and complies with safety practices
- Models appropriate employability skills in dress, language, and work habits
- Participation in PRH mandated staff training is mandatory. Failure to participate may result in disciplinary action up to and including termination
- Performs security duties as time allows
- Other duties as assigned by Safety/Security Manager

**Qualifications and Experience;** High School Diploma or GED. Associates Degree preferred. Two years related experience. Valid State Driver's License. Must meet minimum training requirements found in the PRH at Section 5-14, R5 (e.). To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

**Physical Demands:** The physical demands 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 is regularly required to sit, use hands and fingers, and occasionally lift or move over 25 pounds. The employee will also need to be able to talk and listen and act quickly in the event of an emergency. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

**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 will be occasionally exposed to inclement weather conditions. Office setting has varying degree of background noise and interruptions. The noise level for this work environment can vary from moderate to loud.

**EMPLOYEE ACKNOWLEDGEMENT:**

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

<b>Employee's Name (Print)</b>	<b>Signature</b>	<b>Date</b>

<b>Supervisor's Name (Print)</b>	<b>Signature</b>	<b>Date</b>

**DOL APPROVAL**

<b>COR Name (Print)</b>	<b>Signature</b>	<b>Date</b>