

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE March, 1991
LAST REVISION DATE October, 2003
BAND & GRADE C51-12

POSITION TITLE Safety Manager & Warehouse/Purchasing Manager

IMMEDIATE SUPERVISOR Director of Business Services

Job Summary (Basic Purpose of Position)

To plan, organize, coordinate, control, direct, supervise, and implement all mandated Federal and State safety and fire regulations and codes. Supervise and direct purchasing, receiving, shipping and warehouse.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
Serve as District Safety Manager				Knowledge of:	
1.01 Establish, implement and maintain district safety programs.	C4	D		1. Application statutes and regulations	1.01 District safety programs implemented. Programs on file and documentation on file.
1.02 Design and implement necessary employee training programs.	C4	D		2. Organizational theory	1.02 Employee safety training sessions were conducted. Records were maintained.
1.03 Acquire and maintain all required licenses and certifications.		Q		3. Decision making theory	1.03 All licenses and certifications were required and kept current.
1.04 Investigate employee safety concerns and implement and coordinate corrections.	C4	D		4. District policies	1.04 Employee inquiries were investigated and necessary recommendations were made.
1.05 Establish and maintain district files and reports relating to district safety.	C4	D		5. Effective supervision	1.05 Files were completed and available for inspection.
1.06 Maintain and develop communications with private and governmental units.	C4	M		6. Safety applications	1.06 Record of communications between district and state, federal, and private units were maintained.
1.07 Coordinate, develop, and review all district fire, tornado and emergency drills and evacuation plans.	C4	W		7. Hazardous chemicals and substances	1.07 Fire, tornado, emergency drills and evacuation plans were conducted, documented, and state reports were filed in a timely manner.
1.08 Accompany inspectors for OSHA, CFL, State fire marshall, health officials and insurance companies noting deficiencies and formulating remedies.	C4	Q		8. Asbestos regulations	1.08 Inspectors were accompanied and deficiencies were corrected as directed.
1.09 Make periodic checks of fire and intrusion alarms to assure compliance to state and district regulations and policies.	C4	W		9. Indoor air quality	1.09 Periodic inspections were conducted on the intrusion and fire alarm systems for compliance to district policies and regulations. Deficiencies were corrected and reported to supervisor.
				10. Location of all district buildings and floor plans	
				11. Bidding, quoting, and purchasing procedures	
				12. Shipping and receiving procedures	

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1.10 Set up and enforce fire and intrusion alarm testing procedures on a monthly basis.	C4	W		Ability to:	1.10 Weekly fire and intrusion alarm testing procedures were in effect and records reflect any deficiencies. Deficiencies were corrected and reported to supervisor.
1.11 Conduct right-to-know, bloodborne, pathogens lock-out/tag-out, confined space, respiratory, PPE, forklift and asbestos training and retraining for district employees. Maintain necessary documentation and records.	B2	Q		1. Plan	
1.12 Supervise compliance standards for right-to-know handling and labeling requirements. Maintain necessary documents and records.	C4	W		2. Supervise	1.11 Mandated training and retraining was conducted on employees and documentation available for inspection.
1.13 Maintain underground and above ground fuel tank inventory, descriptions, and condition status, complete and file necessary pollution control agency forms, reports, and licenses.	B2	Q		3. Communicate	1.12 Administrators, directors, and supervisors were advised of compliance standards regarding "Right -To-Know" labeling and standards. Follow up was conducted to assure regulations were followed.
1.14 Monitor changes to state and federal regulations on hazardous waste and insure compliance on handling, storage, and proper disposal.	C4	Q		4. Delegate	1.13 Storage tank inventory was maintained. Appropriate PCA forms and reports were filed in a timely manner.
1.15 Insure proper indoor air quality in all district buildings, investigate IAQ problems, and develop and coordinate solutions to correcting IAQ concerns and problems.	C4	D		5. Allocate	1.14 Current state and federal regulations were monitored and the information was disseminated to appropriate departments. All required licenses were acquired and kept current.
1.16 Chair district safety committee.	C4	M		6. Organize	1.15 Proper IAQ was maintained and all district buildings concerns and complaints were documented and investigated and corrected.
Manage District's Purchasing, Receiving, Shipping, and Warehouse Functions.				7. Control	1.16 Records were available for inspection. Meetings were held during the year.
2.01 Supervise employees and conduct annual performance evaluations for those supervised.	C4	D		8. Direct	2.01 Employees were properly supervised and performance evaluations were on file at the end of the year.
2.02 Receive and prioritize requests for those supervised.	C4	D		9. Motivate	2.02 Requests were received, prioritized and given to employees.
2.03 Provide direction and support for the departments including long and short range planning, inservice, and employee self growth.	C4	D		10. Speak and write effectively	2.03 Long and short range plans were on file and evidence exists that employees were inserviced in the specific areas of responsibility.
				11. Budge	
				12. Order materials	
				13. Coordinate	
				14. Evaluate	
				15. Prioritize	
				Skills of:	
				1. Operate office equipment	
				2. Record keeping	
				3. Forklifts	

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2.04 Insure proper documents and documentation for shipping, UPS, Fed Ex, Speedee, Airborne, Parcel post and common carrier.	A1	D			2.04 All materials being shipped was done in a timely manner and documentation maintained.
2.05 Verify incoming freight for damage and correct number of boxes.	A1	D			2.05 All incoming freight was verified undamaged and correct.
2.06 Prepare necessary receiving and unloading arrangements for incoming freight.	B2/C4	D			2.06 The necessary receiving and unloading arrangements were prepared for incoming freight.
2.07 Maintain audit trail of delivered freight.	B2	D			2.07 Record of delivery was up-to-date.
2.08 Maintain equipment inventory process.	A1	D			2.08 Equipment inventory process was completed accurately and in a timely manner.
2.09 Verify material against purchase orders and pack slips for accuracy.	A1	D			2.09 Purchase orders were verified against the packing slip for accuracy.
2.10 Determine equipment and materials that need to be quoted or bid, and that policies and regulations were followed.	C4/B2	D			2.10 Equipment and materials were quoted or bid according to proper policies and regulations and documented.
2.11 Insure purchase orders are processed in a timely manner and documentation and records are maintained.	B2	D			2.11 Purchase orders were processed in a timely manner and documents and records on file.
2.12 Warehouse materials and supplies are ordered and stocked to meet district needs.	B2	D			2.12 Warehouse materials and supplies were maintained to meet district needs.
2.13 Warehouse orders are processed and shipped in a timely manner and documented.	B2	D			2.13 Warehouse orders were processed and shipped in a timely manner.
2.14 Warehouse inventory, costs, and sales documents are reported to the business office.					2.14 Warehouse inventory, costs, and sales documentation were reported to business office and kept on file.
3.01 Perform other routine duties as directed by supervisor.					3.01 Other duties were performed in a timely manner as directed by supervisor.

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<p>Required Licenses, Certifications and Training:</p> <ol style="list-style-type: none"> 1. Ergonomics – Clerical/Administration 2. Ergonomics – Custodial/Maintenance 3. Ergonomics – Food Service 4. Ergonomics – Special Education 5. Machine Guarding/Industrial Arts 6. Indoor Air Quality (IAQ) 7. Water Supply Systems Operator 8. Engineer License 9. Fork Truck Safety 10. School Fire & Life Safety 11. Bloodborne Pathogens 12. Respiratory Protection 13. Hazards of Confined Space 14. OSHA Hazard Recognition & Inspections 15. AWAIR (Accident & Injury Reduction) 16. Integrated Pest Management 17. Playground Safety 18. Underground Storage Tanks (USTS) and Above Ground Storage Tanks (ASTS) 19. Personal Protection Equipment 20. Lockout/Tagout 21. Hazardous Chemicals 22. Right to Know (RTK) Hazard Communication 					
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