

**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?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
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 2. Supervise 3. Communicate 4. Delegate 5. Allocate 6. Organize	1.11 Mandated training and retraining was conducted on employees and documentation available for inspection.
1.12 Supervise compliance standards for right-to-know handling and labeling requirements. Maintain necessary documents and records.	C4	W		7. Control 8. Direct 9. Motivate	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.
1.13 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		10. Speak and write effectively 11. Budge 12. Order materials	1.13 Storage tank inventory was maintained. Appropriate PCA forms and reports were filed in a timely manner.
1.14 Monitor changes to state and federal regulations on hazardous waste and insure compliance on handling, storage, and proper disposal.	C4	Q		13. Coordinate 14. Evaluate 15. Prioritize	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.
1.15 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		Skills of: 1. Operate office equipment 2. Record keeping	1.15 Proper IAQ was maintained and all district buildings concerns and complaints were documented and investigated and corrected.
1.16 Chair district safety committee.	C4	M		3. Forklifts	1.16 Records were available for inspection. Meetings were held during the year.
Manage District's Purchasing, Receiving, Shipping, and Warehouse Functions.					
2.01 Supervise employees and conduct annual performance evaluations for those supervised.	C4	D			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			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			2.03 Long and short range plans were on file and evidence exists that employees were inserviced in the specific areas of responsibility.

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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"> <li>1. Ergonomics – Clerical/Administration</li> <li>2. Ergonomics – Custodial/Maintenance</li> <li>3. Ergonomics – Food Service</li> <li>4. Ergonomics – Special Education</li> <li>5. Machine Guarding/Industrial Arts</li> <li>6. Indoor Air Quality (IAQ)</li> <li>7. Water Supply Systems Operator</li> <li>8. Engineer License</li> <li>9. Fork Truck Safety</li> <li>10. School Fire &amp; Life Safety</li> <li>11. Bloodborne Pathogens</li> <li>12. Respiratory Protection</li> <li>13. Hazards of Confined Space</li> <li>14. OSHA Hazard Recognition &amp; Inspections</li> <li>15. AWAIR (Accident &amp; Injury Reduction)</li> <li>16. Integrated Pest Management</li> <li>17. Playground Safety</li> <li>18. Underground Storage Tanks (USTS) and Above Ground Storage Tanks (ASTS)</li> <li>19. Personal Protection Equipment</li> <li>20. Lockout/Tagout</li> <li>21. Hazardous Chemicals</li> <li>22. Right to Know (RTK) Hazard Communication</li> </ol>					
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NECESSARY SKILLS,  
KNOWLEDGE, ABILITIES  
What You Have to Know  
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