



District Wide Safety Coordinator

Job Order 601707
June 19, 2017

Department: Safety and Security **Reports To:** Director, Facilities
FLSA Status: Exempt **Amount of Travel Required:** Day-2/month; Overnight-8/year
Salary Grade: C **Positions Supervised:** None

LOCATION: Green Bay

STANDARD HOURS: Monday through Friday: 7:30am to 4:30pm; Flexibility required to include other evening and/or weekend hours as necessary.

Anticipated Start Date: Fall 2017

MINIMUM STARTING SALARY*: \$60,449 per year

**Current benefit eligible employees will be placed within the pay range based on their current rate/range.*

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

Provide oversight, management, and continuous development of the NWTC district-wide health and safety services with the mission, vision, values and strategic priorities of NWTC. Reduce overall liability and exposure of the College. Oversee and implement all aspects of the NWTC district-wide Safety department.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Provide leadership in the area of Safety as it relates to students, visitors, and staff members. Conduct training, safety audits/inspections, and risk management evaluations, documentation, etc.
- Act as a claims manager and maintain regulatory compliance on behalf of NWTC by reviewing, investigating, processing, and responding to claims that are made related to accidents, injuries, or property damage.
- Ensure College compliance with Insurance provider(s), in regard to policy renewals, claims management, etc.
- Carry out workplace/classroom safety evaluations for NWTC employees and curriculum/programming.
- Provide leadership and serve as chairperson to the Safety Team and employees through the development and enforcement of policies, procedures, and programs relating to safety.
- Coordinate hazardous waste disposal activities to insure compliance.
- Monitor safety budgets district wide. Track revenues and expenses to ensure operation within budget.

- Manage emergencies as consultant during relevant incidents when the Emergency Operations Center (EOC) is activated.
- Participate in Wisconsin Technical College System meetings for Environmental Health and Safety and Risk Management.

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.

SKILLS & ABILITIES

Education: Bachelor's Degree preferred in a related field

Experience: Minimum three years’ experience in Occupational Safety & Health, Environmental Health & Safety, Risk Management, or Safety Leadership within the past 3 years.

***An equivalent combination of education and work experience may be considered.*

Computer Skills

Microsoft Office to include Excel, Word, and PowerPoint

Other Requirements

Must hold a valid driver’s license and be insurable under the District’s standard insurance policy terms.

PHYSICAL DEMANDS

Physical Demands

Stand	O (Occasionally)	Lift/Carry 10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.