



HEMET UNIFIED SCHOOL DISTRICT

SAFETY TECHNICIAN

JOB SUMMARY

Under the general supervision of the Director, Safety & Risk Management, the Safety Technician is responsible for participating in the planning, developing and coordinating the District's safety operations, seeking, obtaining and administering grants from various agencies, the District's safety planning activities with those of the County, State and Federal governments, cities, special districts, and other emergency services organizations; and prepare and present training programs. The duties and responsibilities of this position require a high degree of administrative skill to maximize emergency response capabilities and to coordinate activities within and between the various District campuses, offices and facilities, as well as with other entities and agencies. This position focuses on the overall District safety response; and perform other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Participate in developing comprehensive plans for the District and its various sites including but not limited to emergency operations plans and critical incident plans;
- Participate in the development and implementation of the goals, objectives, and priorities of the emergency management program;
- Recommend and implement resulting policies and procedures relating to safety.
- Participates in the planning of the organizational and operational activities for the District's emergency management program;
- Perform investigations for the purpose of determining and documenting facts;
- Participates in the development of the Incident Action Plans for planned activities across the District;
- Respond to and assist in the management of emergency events leading up to and including Emergency Operations Center (EOC) activations, and when needed, serve as EOC Technician or in other roles within SEMS/NIMS structure;
- Work with campuses to promote coordination of their activities with the EOC;
- Provide technical assistance and support for the Superintendent or designee during emergency events and EOC operations;
- Provide technical and administrative support in the direction, coordination and review of the work plan for assigned emergency management personnel, services, activities and supplies;
- Participates with internal, external and other agencies for the purpose of coordinating, communicating and receiving information related to the safety emergency protocols of District sites and personnel;
- Participate in the planning, implementation and evaluation of emergency preparedness exercises and drills, and assure all required reports are completed;
- Performs high level clerical/technical duties, report writing, newsletter, flyers, typing and record keeping;
- Collect, compile, and process statistical and financial data and other information for inclusion into special reports, proposals and presentations, including, but not limited to, grants/matching funds and other assistance available through state and federal programs;
- Participate in the collection and removal of districtwide hazardous materials/waste haul with appropriate entities;

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- Participate in and collect monthly drills and inspection reports by sites to ensure compliance.
- Participates in annual fire, loss control, hazardous materials and other entity inspections annually/biannually.
- Participates in the districtwide AED program, to include training of staff volunteers, installation of AEDs, and completion of required monthly inspection of units.
- Assists in preparing and processing of property and liability claims for Board action and coordination with claim examiners.
- Assists in assigning, coordination and compliance with new hire, annual and recurring training programs.
- Participates in the certification of the fume hoods throughout the District to ensure compliance and coordinate with other departments in repairs if necessary;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Technical aspects of field specialty;
- Record keeping techniques;
- District organization, operations, policies and procedures;
- Applicable federal, state, and local laws, codes, regulations and procedures;
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition and mathematics;
- Familiarity with and working knowledge of the Incident Command System (ICS), Statewide Emergency Management System (SEMS), National Incident Management System (NIMS);
- All sections of Emergency Management;
- General public relations;
- State and Federal grant writing procedures;
- OES and FEMA reporting protocols and deadlines;
- Use of modern technology and office procedures and methods, computer equipment and computer software necessary to perform required duties;

Ability to:

- Effectively apply required knowledge to training scenarios and actual emergency incidents;
- Effectively deliver emergency planning, preparedness and response training to a variety of District audience (e.g. faculty, students, management, trustees, etc.);
- Create and update emergency operations plans and critical incident plans in a multi-disciplinary environment;
- Communicate effectively, both orally and in writing, with a variety of constituencies, with a variety of backgrounds, and possessing the full spectrum of academic credentials;
- Meet deadlines and multi-task;
- Work effectively under difficult and trying circumstances (e.g. during a major disaster);
- Successfully complete disaster recovery documents and receive reimbursements from OES, FEMA, etc.;
- Work successfully with or in an educational environment;
- Work successfully in an organization overseen by an elected body;

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- Establish and maintain an effective working relationship with those contacted in the course of work;
- Learn and utilize new and current technologies.
- Develop and engage positive interpersonal skills while maintaining a positive impact on position with regular attendance.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school, supplemented with academic coursework in emergency administration and planning, public administration, business administration, fire or police science.

Experience:

- Completion of any of the following courses is highly desirable; Standardized Emergency Management System position training, Exercise Development Course, Emergency Public Information Officer Workshops, FEMA CERT IS 100, 200, 300, or 700.
- A minimum of two (2) years' experience in emergency management and/or other related occupation is required. Experience working directly with public schools is desirable.
- Employment eligibility will include fingerprints, health (TB), and/or employment clearance

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands: Heavy work involving lifting, carrying, pushing and/or pulling of objects weighting up to a range of 50 to 75 pounds (occasionally) with frequent lifting and/or carrying objects weighting up to a range of 30 to 49 pounds. Ability to carry on normal speech and hearing activities; physical dexterity in limbs and digits; ability to bend. Stoop, grasp and reach.

Working Conditions: School, office and grounds. Exposure to: inside/outside temperature swings; use of office equipment & supplies. Proximity to alarms.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 40

February 2019