

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SAFETY AND SECURITY SPECIALIST

Required Qualifications:

- High school diploma or equivalent
- Must possess a valid Florida driver's license

Desired Qualifications:

- Ability to train employees
- Experience in any the following fields: school safety or security, law enforcement, fire safety, occupational health and safety and emergency management
- Knowledge of writing and maintaining any of the following types of plans: safety, security ADA compliance, emergency management and standard operating procedures
- Excellent written and verbal communication skills
- Knowledge of computers, word processors, spreadsheets and databases

Performance Responsibilities:

- Assist with fire safety, safety, sanitation, maintenance, Americans with Disabilities Act (ADA) compliance and OSHA inspections
- Work with schools and the Professional Development Department to arrange training classes in safety, emergency management and loss control
- Assist with the tracking of hazardous material within the district to assure proper handling, disposal and documentation
- Assist in conducting meetings of the county-wide Safety and Safe Driver Committees
- Assist in the tracking and correction of all deficiencies found during safety and security inspections
- Responsible for entering all safety and security purchase orders into the TERMS purchasing system
- Responsible for data entry for the annual safety inspections and hazardous-material inventory
- Responsible for entering safety and security work orders into the School Dude work order system
- Assist in the annual review of site-based safety and security plans
- Maintain and forward to emergency response agencies the district's after-hours emergency contact list and respond to after-hours emergencies as required
- Assist with the coordination of the safe schools hotline
- Assist in the scheduling of all agencies conducting safety and security assessments and training exercises at School Board facilities
- Respond to School Board-related emergency situations and assist staff and local emergency response agencies, as needed

- Assist in conducting annual security assessments of School Board facilities
- Work with all sites and the Professional Development Department to train personnel, as needed
- Perform other duties as assigned by the Director of Facilities and Support Operations Division and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Facilities and Support Operations Division and/or designee

Evaluation:

Annual evaluation done by the Director of Facilities and Support Operations Division and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level K

Job Code:

79021

Board Approved: 08/01/00

Revised: 01/02, 09/02/08, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015