

POSITION TITLE: Safety Coordinator
DIVISION: Facilities
REPORTS TO: Director of Facilities
CLASSIFICATION: Exempt
POSTING DATE: July 18th, 2018

SUMMARY:

The Safety Manager will work to make safety an ever present part of the Southwest Tech culture through the creation, implementation, and training of college safety procedures and policies. By creating culture of safety, this person will contribute to a successful learning environment and limit the extensive risk exposure the college faces.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Develop and continually improve a District safety management program that promotes the College as a safe place to learn, work and visit.
- Develop and update all safety procedures, notices, alerts, bulletins and appropriate training materials.
- Identify best practices and lead continuous improvement initiatives to reduce work safety risks, raise safety awareness and improve safe work practices in operational and instructional areas.
- Evaluate employee work environments and recommend ergonomic solutions.
- Work with the Director of Facilities to ensure incidents reported are investigated, properly documented and communicate, and corrective actions are completed.
- Assist Human Resources with Worker's Compensation investigations.
- Develop and manage the District's environmental management program including compliance with solid waste, universal waste, and dangerous waste and hazardous waste regulations.
- Promote the use of sustainable products and encourage recycling and reuse practices throughout the District.
- Develop a College wide safety training program including coordinating with designees from each department and leading appropriate safety-related training for all staff to consistently promote a safe work environment and to ensure compliance with state and local training requirements.
- Facilitate emergency responder training and maintain inventory of first aid kits.
- Maintain District compliance with standards established by the DSPS, EPA, DNR, OSHA, ADA, Clery and other regulatory agencies.
- Actively participate as a College representative of the Districts Mutual Insurance Environmental, Health and Safety group.
- Performs other related duties of a comparable level/type as assigned.

TRAINING AND EXPERIENCE:

Bachelor's degree in occupational safety, safety education or a related area or an equivalent combination of education and occupational experience. A minimum of two years of experience in safety management is required. Teaching/training or related experience in an educational setting is a plus.

KNOWLEDGE:

- A minimum of two years of experience in safety management.
- Teaching/training or related experience in an educational setting.
- Some coordination and project management experience.
- Knowledge of computer hardware and software applications. Experience with Internet and Microsoft Office applications is required.
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Applicable computers and software

SKILLS:

- Ability to assess and respond to customer and staff requests and emergencies.
- Knowledge of computer hardware and software applications. Experience with Internet and Microsoft Office applications is required.
- Demonstrated ability to work effectively in a team-based, quality environment.
- Developing department procedures and policies; Utilizing written and verbal communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

APPLICATIONS:

Internal and External applicants complete and submit the online employment application at <https://www.swtc.edu/about/job-opportunities>. For questions regarding the application process please contact Human Resources at humanresources@swtc.edu or 608.822.2314.

CLOSING DATE FOR APPLICATIONS: August 1, 2018

STARTING DATE: September, 2018

SALARY BAND: C42 - \$47,777 – \$66,888

BENEFITS/SERVICES: Our comprehensive benefit package includes the following and much more:

• Health Insurance	• Dental Insurance
• Life Insurance	• Long-Term Disability
• Health Savings Account	• Health Club Access
• Wisconsin Retirement System Contribution	• On-campus day care (hourly rate charged)

SELECTION PROCESS: The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.