



Campus Safety Specialist

Classified Range: 33
Pending Board Approval: TBD P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, performs a wide variety of duties related to the environmental and occupational health, emergency planning, safety and risk management programs and activities of the San Bernardino Community College District.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Supports District Administration in the implementation of a safe and prepared campus culture by assisting with safety and risk management programs at the college level.
2. Conducts evaluations and inspections to ensure compliance and identify environmental, occupational health and safety hazards; provides recommendations for corrective action.
3. Maintains required safety program records for the college and site inspections; reviews and maintains related documents and forms, such as safety plans and safety data sheets to ensure accuracy.
4. Conducts regular hazard assessments to identify potential hazards or situations that may lead to injury or incidents as outlined in the District's safety plans/programs.
5. Reports fire, sanitary, safety or security hazards on any District property; reports needed maintenance or repairs to the appropriate authority or department.
6. Checks ~~fire extinguishers for full charge and signs off tags monthly; inspects Automatic External Defibrillator (AED) various safety devices monthly, such as like fire extinguishers, Automatic External Defibrillator (AED), etc.;~~ provides reports on monthly inspections, including reports on maintenance or replacement as needed.
7. Conducts routine inspections of eyewash stations and deluged showers across the campus to ensure compliance with safety regulations and standards.
8. Conducts routine inquiries and follow up meetings regarding environmental and occupational health campus incidents and injuries.
9. Answers questions and provides information to students, faculty, staff, and visitors regarding campus safety policies.



Campus Safety Specialist

Classified Range: 33

Pending Board Approval: TBD P. 2|5

10. Enters, updates, corrects, and extracts information; maintains and generates reports as needed.
11. Keeps records of the distribution and assignment of equipment and supplies, maintains inventory of department equipment and supplies, and makes purchase recommendations.
12. Assists in the development and implementation of safety policies, procedures, and guidelines based on regulatory requirements and best practices.
13. ~~Responds to calls for service for opening and closing classrooms or to provide access to campus buildings or workspace.~~
14. ~~Assists first responders in medical aid responses by guiding medical aid units from site/campus exterior to where they are needed.~~
15. Serves as a liaison between the college campuses and Safety and Risk Management Department during inspections, audits, and compliance reviews.
16. Assists in the coordination of department events; participates and represents the department at functions, meetings, and events related to the area of assignment.
17. Participates in safety committees, task forces, and working groups to address specific safety concerns and initiatives on campus.
18. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning



Campus Safety Specialist

Classified Range: 33
Pending Board Approval: **TBD** P. 3|5

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **



Campus Safety Specialist

Classified Range: 33

Pending Board Approval: TBD P. 4|5

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines:

Education/Training:

- Equivalent to the completion of the high school.

Experience:

- One (1) year of experience working in either Industrial Hygiene, Occupational Safety, Risk Management, Emergency Management, Public Safety

Desired Education/Experience

- Possession of or ability to obtain CPR and First Aid certificates.
- OSHA 10 or 30-hour training for construction or general industry.

License or Certificate:

- Possession of a valid driver's license.



Campus Safety Specialist

Classified Range: 33

Pending Board Approval: TBD P. 5|5

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and travel from site to site; exposure to fumes and hazardous/toxic materials.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.