



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Specialist, Safety
FLSA Status: Exempt
Salary Grade, if non-union: SG18
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform skilled work in implementing and enforcing all state laws and school board policies as it pertains to transportation safety.

Essential Functions of this Job

Assists in the development of all facets of transportation safety. Reviews school bus stops/route changes. Assist in the implementation and monitoring of on-board video camera equipment. Investigates all accidents related to school board vehicles. Prepares on-scene accident report and maintains all accident records. Assists in the on-going in-service updates related to safety and drug and alcohol testing. Assists the appropriate supervisor in all aspects of division safety. Implements and maintains drug and alcohol testing program under federal mandate guidelines. Conducts random alcohol and drug testing. Maintains safe driving policy and conducts review of all school board employee driving records. Chairs accident review committee and recommends corrective action for school board employees.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of transportation operations. Knowledge of school board policies and state laws as it relates to transportation. Knowledge of alcohol and drug testing equipment and its operation used in alcohol and drug testing approved by federal standards. Knowledge of Florida Traffic Law. Proficient in using multiple computer programs such as Microsoft Word, Excel, and Access. Also proficient in an information database and GIS (Geographical Information System). Bilingual/biliterate preferred.

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Education, Experience and/or Certification/License Requirements

Graduation from high school or GED. Must be able to obtain certification in the use of federally approved alcohol testing equipment preferred.

Appropriate State of Florida Driver's License.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones, computers, and two-way radios. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, the general public, and law enforcement.

Physical Environment:

Requires working both indoors and outdoors. Requires exposure to outdoor elements, including weather changes, foliage, and insects. Requires sitting and driving for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 1031
EEO5: 52
Approval Date: 2012-11-13
Date Last Revised: 2013-12-02

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.