

WARREN WILSON COLLEGE

Job Description

POSITION TITLE: Director of Occupational Safety and Training
(Full-time, 12-months)

DEPARTMENT: Occupational Safety and Training

REPORTS TO: Dean of Work

POSITION SUMMARY:

The Director of Occupational Safety and Training develops and implements necessary safety programs for the institution, identifies hazards and assesses risks to occupational safety, puts appropriate administrative controls in place, and provides advice on accident prevention to management and employees. The Director of Occupational Safety and Training is also responsible for the development, promotion, and execution of a campus-wide occupational safety ethic.

SPECIFIC RESPONSIBILITIES

1. Makes sure that the organization is aware of, and complies with, all OSHA legislation in relation to the use of its equipment and substances, as well as in all workplace activities.
2. Ensures and monitors the use of personal protective equipment, workplace equipment, and other safety measures are being used in workplaces according to state and federal regulations.
3. Develops occupational safety systems, including policies, procedures, and manuals to ensure occupational safety.
4. Has authority to issue safety directions and when necessary may suspend work in any location deemed unsafe; once safety protocols are met, has sole authority to resume work at suspended job site.
5. Trains, supervises and evaluates a student work crew that provides assistance to the Occupational Safety and Training Department.
6. Supervises the investigation of occupational accidents and recommends remedial action.
7. Conducts or provides for training sessions for management, supervisors and students on safety practices and OSHA regulations.
8. Monitors, with supervisors, safety practices performed on all worksites.
9. Assists supervisors in implementing regular inspections of work place equipment and jobsites.
10. Ensures that outside contractors be required to adhere to the same safety procedures as WWC personnel.
11. Maintains the institution's safety compliance documentation and prepares the annual safety report.
12. Participates in campus safety committees.

13. Acts as Work Program Safety representative in and to professional organizations.
14. Acts as liaison to Human Resources Director with regards to student workers' compensation.
15. Communicates frequently with the Dean of Work to report on the status of the safety program.
16. Provides for CPR and First Aid Training and/or conducts CPR and First Aid training.

WORKING CONDITIONS

1. Office environment combined with frequent jobsite visits
2. Some evenings/weekends required

QUALIFICATIONS

1. Any combination of training, education, and experience equivalent to a Bachelor's Degree in Safety or Risk Management or a related field of study
2. Knowledge and experience with OSHA and NCDOL safety and health standards as applied to General Industry, Construction and a college environment beneficial.
3. Background in training and safety inspection helpful.
4. Basic computer knowledge and familiarity with the Microsoft Office suite or equivalent.
5. Prior supervisory experience and leadership skills.
6. Ability to work well with students, staff, faculty and external community.
7. Strong organizational skills and the ability to handle multiple tasks.
8. Courteous and effective interpersonal skills.
9. Maturity, professional demeanor and good judgment.
10. Ability to thrive in a high-energy, productive work environment and commitment to the Warren Wilson Triad of Academics, Work and Service.