

STUDENT LABOR POSITION DESCRIPTION**Public Safety**

Most Recently Updated 11/01/00

Position Title: Safety Associate
Must work 15 hrs/wk.

I Grade Level: 6**II Description:****A.** The following are the essential duties for a Safety Associate in the Public Safety Department:

1. Responsible for developing and maintaining Material Safety Data Sheet libraries for various campus departments.
2. Responsible for maintaining Fire Extinguisher inventory and location logs for the entire campus.
3. Assists with development and implementation of employee workplace safety training programs
4. Assists with maintaining emergency evacuation and preparedness planning for campus buildings.
5. Co-instructor for CPR and First Aid classes for the College community
6. Ability to interact with students and staff on Safety and Environmental compliance issues.
7. Provides assistance and supervision for student staff as needed.
8. Assists with the day to day operation of the Public Safety Office
9. Performs other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. None beyond those described as essential above
2. See that the workplace and environs are clean.

III Learning Opportunities:

- A. Learning and understanding of Occupational Safety and Health Administration rules and regulations.
- B. Learning and understanding of Environmental Protection Agency rules and regulations
- C. Developing and managing Filemaker Pro and Excel databases
- D. Understanding emergency planning
- E. Understanding emergency operations
- F. Taking responsibility for completion of projects
- G. Developing adult education skills and techniques

IV. Basic Qualifications:

- A. General: Dependable, responsible, able to work on several projects at one time with the ability to work with limited supervision.
- B. Skill: High skill levels with Word, Filemaker Pro, Excel and Banner. Excellent communication and interpersonal skills required. Ability to receive and maintain CPR and First Aid instructors certification in order to be lead instructor for CPR & First Aid Classes.
- C. Physical: Mobility in order to move around campus and stair climbing. Ability to work long periods of time at computer performing data entry and typing.
- D. **Academic:** Open to any academic major

V. Desirable Qualifications:

A. Ability to work with little supervision on related projects

VI. Narrative Summary:

Student works on special projects under limited supervision of a Public Safety Officer. Projects cover specific areas of safety and environmental issues such as maintaining the Material Safety Data sheet Library, Fire extinguisher inspection and inventory program, instruction of First Aid and CPR classes on campus. This is to be aided by students' working knowledge of CPR/First Aid, fire and chemical safety. The student may also supervise and train other student workers, and be able to help with operation of the Public Safety Office. Student must be able to work with Word, Banner, Filemaker Pro, and Excel, in order to keep current records of all projects. Good communication skills are needed in order to present project and/or training information to faculty and students as well as answer questions concerning MSDS books and safety.