

**Part-Time Safety Specialist
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=247869>

Downloaded On: Oct. 31, 2024 8:16am

Posted Oct. 30, 2024, set to expire Nov. 11, 2024

Job Title	Part-Time Safety Specialist
Department	
Institution	Lee College Baytown, Texas
Date Posted	Oct. 30, 2024
Application Deadline	11/11/2024
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Public Safety
Apply Online Here	https://apptrkr.com/5761792
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Job Description	

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Part-Time Safety Specialist

Salary: \$17.48 Hourly

Job Type: Part-Time

Job Number: FY2300507

Location: Main Campus - Baytown, TX

Division: Strategic Initiatives

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Position Overview

Reporting to the Manager of Emergency and Safety Operations (MESO), the Safety Specialist is responsible for assisting in implementing and administering all emergency planning and safety operations for the College, including college-wide emergency preparedness initiatives, incident responses, and emergency communications.

Essential Duties & Responsibilities

- Assist the MESO with developing and implementing programs and initiatives that promote the safety and welfare of the College community.
- Assist in the development and conduct of engaging safety training sessions and drills for students, faculty, and staff to prepare the campus for emergencies.
- Participate in educational, training, and outreach activities, including program and training development and presentation of lectures and/or workshops.
- Act as a resource to Administration, department managers, and other personnel in the development of their department emergency preparedness plans and readiness.
- Inventory, inspect, and maintain all safety and emergency management equipment, including but not limited to communications equipment, fire extinguishers, first aid, CPR, AED, and evacuation chairs.
- Oversee the testing of all equipment on a regular schedule under the supervision of the MESO.
- Coordinate the installation and maintenance of safety signs throughout college facilities, ensuring signage complies with current regulations and standards.
- Prepare detailed reports and maintain accurate records of safety inspections, training sessions, and equipment maintenance.
- Analyze safety data to identify trends and areas for improvement.

Additional Duties & Responsibilities

- Perform other duties and manage special projects as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Associate (or higher) degree or successful completion of sixty (60) college credit hours
- Two (2) years of related safety or emergency work experience

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- Knowledge of federal, state, and local regulations and guidelines related to emergency management and disaster assistance
- Strong interpersonal and communication skills,
- Work effectively with a wide range of people at different levels and from a diverse community,
- Detail-oriented with strong organizational and time management skills, and
- Ability to work independently and as part of a team

Preferred:

- Successful completion of FEMA IS-100, IS-200, IS-700, and IS-800 courses
- Emergency and Safety certification
- Knowledge and understanding of emergency management principles, procedures, and standards
- Higher education experience

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4709798/part-time-safety-specialist>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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