



# USC University of Southern California

## Safety Manager Job Description

### JOB INFORMATION

<i>Job Code:</i>	119030
<i>Job Title:</i>	Safety Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Responsible for management and oversight of a major safety, health and/or environmental program. Develops building/departmental safety methods through risk analyses and inspections reflecting existing safety standards. Manages and administers supply inventory, distribution, organization and delivery as directed (e.g., personal protective equipment).

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	emergency management planning or other relevant fields.
	X	5 years	emergency management planning or other relevant fields.

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Current knowledge and understanding of Occupational Health and Safety Administration regulations, as well as other applicable federal, state, local and university standards and regulations.
X		Ability to prioritize and organize work, handle multiple assignments and meet competing deadlines.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Working knowledge of safety and health management, industrial hygiene, or health physics methods, procedures, techniques, facilities and equipment.
X		Excellent written and oral communication skills, able to present technical information to nontechnical audiences.
X		Proven attention to detail.
	X	Experience in leadership/management roles.
	X	Demonstrated project management skills.
	X	Ability to exercise tact and discretion in dealing with confidential and sensitive matters.
	X	Certified Healthcare Safety Professional, Certified Business Continuity Professional, or other similar/relevant certifications.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages and administers business continuity plans, develops goals and strategies and establishes staffing/resource requirements. Regularly evaluates program and directs enhancements or modifications as needed. Participates in short- and long-term planning, policy formation and major decision making. Collaborates and maintains regular communication with departmental/divisional leaders, preparing memoranda and detailed reports regarding pertinent safety issues.				
Manages and implements program in compliance with all regulatory requirements and university policies and procedures. Develops building/departmental safety methods through risk analyses and inspections reflecting existing safety standards. Participates in pre-planning for construction and renovation projects. Analyzes, interprets and communicates relevant legislation, policies and procedures, and stays current with any pending changes that may affect operations.				
Ensures compliance of all internal/external stakeholders. Interacts with regulatory agencies on behalf of the university. Provides technical guidance and expertise to university management. Chairs and/or participates in relevant committees (e.g., Keck School of Medicine Emergency Operations) as directed. Represents program, department and/or the university at events (e.g., safety fairs).				
Manages and administers supply inventory, distribution, organization and delivery as directed (e.g., personal protective equipment). Develops and manages budgets. Provides management information reporting, as required. Develops and coordinates emergency response procedures for instructional lab managers.				
Hires, trains, develops and supervises assigned staff. Sets goals and priorities and evaluates performance. Counsels, provides feedback and/or disciplines, as required. Manages client training programs and provides continued/ad-hoc maintenance and troubleshooting support to relevant stakeholders.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.