



Job Description

Safety and Fleet Maintenance Coordinator

Position Title: Safety and Fleet Maintenance Coordinator I (SFMC)

Reports To: Director of Operations

Classification: Non-Exempt **Category:** Full time

Pay Range: \$19-\$23 hourly

Summary

The Safety and Fleet Maintenance Coordinator (SFMC) plays a key role in the implementation and ongoing practice of Flood's Injury and Illness Prevention Program (IIPP). To that end, the SFMC is responsible for assisting the Executive Director and Director of Operations in implementing safety training and education for Flood staff. This means that the SFMC will Conduct staff training and education sessions for emergency preparedness, safety policies procedures, accident prevention, and all other aspects of the IIPP.

The SFMC will also be responsible for maintaining all Flood vehicles to ensure that they are safe for Flood staff usage. This includes monitoring and recording mileage for Flood programs, maintaining vehicles service schedules, and monitoring for major upkeep.

Responsibilities

The following reflects essential functions for this job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Safety Duties:

- Collaborates with management to develop, prepare, and implement safety policies and procedures including the IIPP.
- Coordinates the IIPP programs to promote and ensure a safe working environment.
- Submits recommendations for improvements and additions to the safety management. including emergency preparedness, accident prevention, general safety, and risk management.
- Identifies opportunities to minimize workplace injuries, accidents, and health problems.
- Shares environmental safety information with appropriate levels in the organization.
- Creatively uses and develops community resources to build illness and injury awareness.
- Performs other related duties as assigned.

Vehicle Maintenance Duties:

- Maintain mileage logs and submit monthly requisitions to the accounting department for invoicing.
- Ensure that all Flood vehicles are serviced as required by warranties, Certified Preowned agreements (CPOs), and dealer recommended
- Facilitate and coordinate vehicle repairs with Flood Management and Flood's preferred repair shop.
- Inspect vehicles on a regular basis to ensure that staff is keeping Flood vehicles clean and in good condition.
- Coordinate vehicle cleaning and detailing as needed.

Documentation:

- Maintain documentation standards as set forth by Executive Director and Director of Operation to verify illness and injury prevention training and education.
- Complete paperwork necessary to report incidents involving staff or client(s).
- Ensure record keeping of all related trainings or education.
- Generate participant data for reporting which ensure that all employees are participating in illness and injury prevention awareness training and education.

Required Skills/Abilities:

- Willingness to gain knowledge of safety protocols and emergency preparedness.
- Willingness to gain knowledge of company safety policies and applicable Occupational Safety and Health Administration (OSHA) standards.
- Ability to conduct training.
- Excellent organizational skills and attention to detail.

Job Demands

Work Environment:

The employee may be in contact with individuals and families in crisis who may be ill, using alcohol and drugs, and who may not be attentive to basic personal hygiene, health and safety practices. The employee may experience a number of unpleasant sensory demands associated with the participant's use of alcohol and drugs, and lack of personal hygiene. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations.

The noise level in the work environment is usually moderate in an office setting. Sometimes work may become stressful when working under pressure.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 20 lbs.

Equal Employment Opportunity (EEO)

Flood provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Flood complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.