

**Ohio University – Compensation 2014**

**Job Family: Risk Management & Safety**

**Career Track: Technical and Administrative Support**

Maintains a risk free and safe University campus by monitoring identifying and mitigating potential risks to the campus. Responsibilities include conducting daily surveys and inspections of campus, responding to incidents and disturbances, enforcing University rules and local, state, and federal laws, developing risk management and safety procedures to ensure the well-being of the University community and visitors, developing and implementing hazardous material and emergency programs, and directing insurance management and workers compensation services. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Technical and Administrative Support I	Technical and Administrative Support II	Technical and Administrative Support III	Technical and Administrative Support IV
<b>Accountabilities</b>	<p><b>PEOPLE</b> Provides excellent customer service. Responds to routine inquiries with little need for interpretation of policies or procedures.</p> <p><b>OPERATIONS</b> Works within well-established guidelines to provide risk management and safety services to the University including emergency, occupational and risk based information.</p> <p>Follows proper safety procedures, laws and regulations related to job area.</p> <p>Services and maintains equipment. Troubleshoots equipment problems.</p> <p>Prepares and maintains proper documentation and reports.</p>	<p><b>PEOPLE</b> Coordinates the work of student workers and volunteers. Trains students and volunteers in routine tasks related to risk management and safety and emergency services.</p> <p><b>OPERATIONS</b> Answers inquiries regarding risk management and safety and emergency services including concerns such as questions regarding safety, emergencies, Haz-Mat and campus risks.</p> <p>Handles routine office tasks such as answering the phone, greeting visitors, and answering routine inquiries.</p> <p>Orders and stocks appropriate supplies and materials. Maintains equipment according to specified standards.</p> <p>Maintains the safety and security of the campus environment by identifying, coordinating, and monitoring risk management and safety concerns and activities such as hazardous materials, emergencies and occupational safety.</p>	None specified.	None specified.

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	Technical and Administrative Support I	Technical and Administrative Support II	Technical and Administrative Support III	Technical and Administrative Support IV
<b>Requirements</b>	<p>Knowledge of risk management and safety and emergency commonly used procedures and/or equipment typically obtained by a high school degree or GED or equivalent and 0 to 2 years of general work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Knowledge of standard risk management and safety and emergency procedures, services, tools, and/or equipment in a field of specialization typically obtained by a high school degree or GED or equivalent and 2 to 3 years related experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>		

FINAL