Kentucky Housing Corporation
Job Description

Job Title:  Safety Administrator
Work Group:  Business Logistics
FLSA Status:  Non-Exempt

GENERAL PURPOSE OF THE JOB:  Serves as safety officer for the corporation and co-chair of the corporate Safety Committee. Responsible for oversight of corporate compliance with state and federal government safety regulations and/or the organization’s safety policies. Submits recommendations for safety initiatives and drafts safety policies as needed. Maintains KHC’s Safety Plan, updating as needed. Works with KHC leadership and staff to resolve safety concerns. Maintains necessary training required to address safety concerns of the Corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
•  Responsible for drafting safety policy updates as needed. Responsible for ongoing monitoring of KHC facilities and property (internal and external) to locate and address safety concerns or hazards. Works closely with Employee Services team and/or Business Logistics Facility Administrator to prevent safety issues/address safety concerns and develop necessary solutions and messaging to staff when needed. Serves as Co-Chair for KHC Safety Committee.

•  Identifies and/or develops relevant training programs for KHC. Works with Employee Services on development and coordination of training programs for staff. Plans and coordinates training activities for staff to maintain current CPR/AED/First Aid certifications. Maintains up-to-date list of staff certifications on KHC Connect. Maintains maps and locations of safety-related items, as well as the location of trained staff both online via KHC Connect and hard copies/postings as necessary. Responsible for providing safety-related communication (i.e. Safety concerns; policy updates; training, etc.) to staff via KHC Connect, News Brief or any other medium deemed necessary.

•  Maintains documentation of safety-related incidents. Responsible for reporting safety incidents to managing director immediately, and in appropriate systems timely. Maintains Business Logistics Action Manual for Incident Response Team and Business Logistics team members.

•  Responsible for overseeing and addressing the following corporate safety systems and contracts as deemed appropriate by corporate leadership. Responsibilities include, but are not limited to contract coordination; system maintenance; information maintenance; coordination of inspections; system administration; administrative support; preparation of appropriate messaging; updates; staff messaging; on-call activities; etc.:
  •  Secure entry badging system
  •  Corporate security system
  •  Emergency preparedness system
  •  Oversight of fire alarms
• Fire extinguisher inspections
• Fire Suppression system
• Serves as first responder to emergency/system alarms for the corporation (must be on-call as needed – unless another Business Logistics team member is assigned)
• Snow removal vendor
• Security Guard contract

• Responsible for coordinating contract needs related to corporate safety. This includes following appropriate procurement process; working closely with KHC’s Legal team to process contracts; communicating with vendors; filing vendor contracts; and any other contract-related activity deemed necessary by the managing director.

• Serves as back up specifically to Facilities Administrator and Project Administrator positions; however, also backs up other roles in Business Logistics when needed (i.e. mailroom; copy center; front desk).

Knowledge, skills and abilities required of the position:

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<tr>
<th>KNOWLEDGE OF:</th>
<th>SKILL IN:</th>
<th>ABILITY TO:</th>
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<tbody>
<tr>
<td>☐ Federal housing programs, laws and regulations</td>
<td>☒ Collecting, analyzing and evaluating data</td>
<td>☒ Plan and organize work activities</td>
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<td>☐ Grant programs/compliance monitoring</td>
<td>☒ Dealing with a diverse group of external and internal contacts at all levels</td>
<td>☒ Prepare reports</td>
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<td>☒ Principles and practices of Accounting/Audit</td>
<td>☒ Analyzing problems and reaching solutions</td>
<td>☒ Present ideas effectively</td>
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<td>☐ Crystal Reports software</td>
<td>☒ Developing, implementing and coordinating of policies and procedures</td>
<td>☒ Handle sensitive/confidential information</td>
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<td>☐ Word processing/spreadsheet applications such as Microsoft Word/Excel</td>
<td>☒ Assigning, managing and coordinating activities of staff</td>
<td>☒ Travel extensively throughout the state which may include overnight stays</td>
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<td>☒ Basic rules of grammar and business writing</td>
<td>☒ Basic mathematic principles</td>
<td>☒ Develop work plans and implement projects independently</td>
</tr>
<tr>
<td>☒ Basic mathematic principles</td>
<td>☒ Collecting, analyzing and evaluating data</td>
<td>☒ Work in unsupervised environment</td>
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Additional Information: Position requires knowledge of MS Office Suite products. Position requires ability to work effectively with a wide variety of people, including external contacts as well as cross-departmental teams; ability to work in a team and as an individual to gain consensus; ability to multitask; ability to deal effectively with conflict; ability to work well under high pressure situations; ability to plan and present ideas effectively, both verbally and in writing; ability to plan, organize, and coordinate activities of staff. Position requires strong analytical skills, including problem-solving, and attention to detail to ensure a high level of accuracy. Must have ability to work under minimal supervision. Knowledge of specialized software. Position may require use of personal vehicle to travel throughout the state in the course of business.

Education Requirements: This level of knowledge would normally be acquired through completion of an associate degree in Safety Administration or a safety related field of study. Two years’ related experience may be substituted for degree requirements.
Experience Requirements: Position requires a more than three years’ experience working in a responsible position in a professional office/work environment with responsibilities related to safety/operations.