



Fort Peck Community College  
 PO Box 398  
 605 Indian Ave  
 Poplar, MT 59255  
 406-768-6300

<b>Job Title:</b>	COVID-19 Safety Officer	<b>Position Type:</b>	Full Time
<b>Location:</b>	Poplar	<b>Date Closing:</b>	Until Filled
<b>Fax or E-mail resume to:</b> (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	<b>Submit the following for employment:</b> <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Resume'</li> <li>4. College Transcripts</li> <li>5. 3 Letters of Reference</li> </ol>	

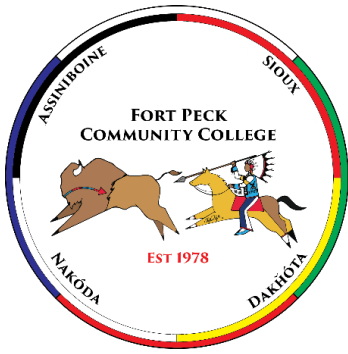
**Job Description**

The COVID-19 Safety Officer will be responsible for the health and safety of staff and students on the FPCC campus as it pertains to the COVID-19 pandemic. The COVID-19 Safety Officer will compile safety programs that will ensure consistency across campus, as well as share best practices among staff, faculty and students.

To ensure success, the Safety Officer must stay updated with the latest COVID-19 safety practices and recommendations and must consistently implement these on the FPCC campus. Ultimately, the FPCC Safety Officer will maintain compliance with all FPCC safety protocol and ensure that every member of the campus community complies with the protocol, including campus visitors.

**Responsibilities**

- Compile COVID-19 safety programs
- Practice safe working protocol
- Implement and maintain COVID-19 health and safety standards
- Establish a cordial and professional relationship with FPCC staff, faculty and students
- Conduct regular staff meetings (Zoom) to share best practice techniques
- Standardize COVID-19 health and safety in order to remain consistent
- Promote COVID-19 safety initiatives
- Compile and maintain relevant COVID-19 records, i.e., contact tracing, test results, quarantine, etc.
- Document staff information, minutes of meetings, and reports compiled for Administration
- Regularly inspect/order COVID-19 equipment and safety supplies
- Distribute COVID-19 safety supplies and provide COVID-19 testing upon request and availability
- Monitor campus community and visitors to ensure safety protocol are followed
- Investigate non-compliance issues
- Educate staff on COVID-19 issues
- Report to Administration as required
- Other duties as assigned



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### Requirements

- A degree in health and safety management preferred but not required
- Experience in health and safety management a plus
- Excellent communication skills
- Attention to detail
- Excellent computer literacy skills

**~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~**