

# Fayetteville Technical Community College

## EMPLOYMENT OPPORTUNITY

**Position Vacancy:**

**Part-time OSHA Services Coordinator, Job #11-67  
(Re-opened)**

**Date Available:**

**Immediately**

**Duties:**

Plan, oversee, organize and direct, and review the activities of health and occupational safety programs; coordinate assigned activities with other college operations and outside agencies; and provide responsible support to the Vice president for Legal Services and Risk management. Maintain current knowledge base regarding all requirements of OSHA as they apply to College operations. Coordinate and/or conduct all OSHA required training for all College faculty and staff. Accurately maintain all records required by OSHA. Prepare and submit all OSHA reports accurately and in a timely manner. Coordinate and/or conduct audits for College operations to ensure compliance with OSHA. Annually review all College policies and procedures that are required by OSHA or otherwise required to maintain a safe working environment. Coordinate OSHA services with local law enforcement, fire departments, and EMS as needed. Work closely with College's Safety Committee to foster a safe working environment fully compliant with OSHA. Other duties as assigned.

**Qualifications:**

**Minimum requirements:** Combination of education or experience equivalent to a bachelor's degree from an accredited college and two years of OSHA related experience. Extensive experience directly related to the position duties, well documented in the application packet, may be considered in lieu of the degree requirement.

**Salary:**

Based on College part-time salary scale.

**Closing date:**

**February 17, 2012:** A completed FTCC application, with college transcripts (if applicable), must be received in the Human Resources Office by 4 p.m. on this date to be considered. **A resume will not be accepted in lieu of an FTCC application.**

**Reposted:**

January 26,2012

**RETURN COMPLETED APPLICATION TO:  
HUMAN RESOURCES OFFICE  
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
PO BOX 35236, FAYETTEVILLE, NC 28303  
Phone: (910) 678-8378 Fax: (910) 678-0029  
Internet: <http://www.faytechcc.edu>  
FTCC is a Career Readiness Certificate Preferred Employer  
AN EQUAL OPPORTUNITY EMPLOYER**