

New Orleans City Park

Full-time Job Vacancy Notice:

Property and Safety Coordinator



New Orleans City Park is seeking full-time **Property and Safety Coordinator** to assist with the development, implementation, and enforcement of policies and regulations regarding property, safety, and fleet management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage property and safety through maintenance of records, conducting periodic inventories and inspections, and by disposing of excess property and obtaining releases from accountability for lost or stolen property.
- Reviews property and safety related data, such as inventories, inspections, and reports.
- Prepares plans and specifications for building and equipment maintenance, repair, and inspections.
- Assists with the reporting on property and fleet management to Louisiana Property Assistance Agency.
- Assists with the reporting on safety related items to the Office of Risk Management.
- Assists with development, evaluation, and implementation of procedures to determine the need for revisions to forms, guidelines, and policies regarding property, safety, and fleet management.
- Assists in the development, interpretation, and dissemination of policies and procedures for Federal and State regulations as they pertain to workplace safety training, inspections and/or compliance with the policies and procedures.
- Consults with and assists safety coordinators in identifying, defining, addressing, eliminating, and resolving workplace hazards and risks in the areas of personal injury and property.
- Prepares reports of audit findings and makes recommendations to supervisor regarding appropriate corrective actions.
- Organizes and maintains files and reference manuals/materials; ensures confidentiality of information, as necessary.
- Compiles information from various sources and prepares specialized reports.
- Independently composes and prepares correspondence for signature of supervisor regarding property, safety, and fleet management.

EDUCATION and/or EXPERIENCE:

- Three to five years related experience or equivalent combination of education and experience.
- Must be able to work outdoors in various climates.

*Apply in person at the City Park Administration Building, located at 1 Palm Dr., Monday through Friday, from 8AM to 4PM, or email your resume to hr@nocp.org.