



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **SAFETY COORDINATOR**
Jurisdictional Class: Competitive
Civil Division: Cayuga-Onondaga BOCES
Adoption: CSM 10/9/96
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the BOCES and involves performance of tasks including the development, implementation, and enforcement of safety programs covering employees and organizational compliance with state and federal regulations in ensure maximum safety. Duties are performed under the general supervision of the Assistant Superintendent with leeway allowed in designing and carrying out details of the safety program. The work is performed in accordance with established policies and procedures including regulations of SED, EPA, and OSHA. Among other duties, the incumbent performs on-site investigations of facilities, accidents, and unsafe working conditions. Supervision over the work of others is not a responsibility of the incumbent. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops, implements, and enforces district wide safety education programs;
Inspects work areas and public facilities to identify and correct conditions that pose significant risk of accidental injury to employees and district residents;
Plans, develops, and conducts safety seminars for supervisors, operating, maintenance, teaching, and office personnel;
Develops and provides safety training programs;
Conducts pre-fire inspections for each district building;
Conducts EPA, OSHA, SED, and toxic substance safety training sessions as needed;
Recommends changes in job procedures to eliminate safety hazards;
Informs member schools on matters requiring rule compliance and prepares related monthly reports;
Monitors and enforces safety regulations;
Maintains records to satisfy OSHA and Toxic Substances reporting requirements;
Reviews accident reports submitted by claimants;
Assists in the review of new construction plans and specifications to eliminate potential built-in hazards;
Recommends action to be taken in cases of violation of safety rules and regulations;
Attends safety seminars, workshops, and fire training programs;
Reviews requests for safety equipment to determine whether they meet Federal and State standards and makes recommendations on new purchases;
Maintains liaison with individuals who are responsible for formulating safety legislation;
Acts as safety consultant to member schools;
Forms safety committees of personnel in areas of the various departments and directs their activities;
Serves as the district representative on local and state government safety committees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State, and local laws, rules, and regulations pertaining to worker safety and health practices;
Good knowledge of general worker safety principles, practices, and techniques;
Ability to conduct accident investigations;
Ability to read and understand complex written directions;
Ability to reason clearly and select proper courses of action in situations involving safety;
Ability to establish and maintain an effective working relationship with employees at all levels of organization;
Ability to prepare and conduct training seminars;
Ability to organize, interpret, and use forms, records, and documents required in the administration of EPA, SED safety, and OSHA programs;
Ability to understand and interpret laws and codes.

MINIMUM QUALIFICATIONS:

EITHER:

(A) Graduation from a regionally accredited or New York State registered four-year college with a Master's Degree in engineering, environmental science, safety science, safety technology, safety engineering, industrial safety, fire science technology, occupational safety, or related field AND

(1) One year of experience in building construction or inspection which shall have involved responsibility for the administration, training, and enforcement of OSHA requirements and other job safety regulations; OR

(2) One year of experience in the instruction of job safety requirements concerning OSHA and other job safety regulations; OR

(B) Graduation from a regionally accredited or New York State registered four-year college with a Bachelor's Degree in engineering, environmental science, safety science, safety technology, safety engineering, industrial safety, fire science technology, occupational safety, or related field; AND

(1) Two years of experience in building construction or inspection which shall have involved responsibility for the administration, training, and enforcement of OSHA requirements and other job safety regulations; OR

(2) Two years of experience in the instruction of job safety requirements concerning OSHA and other job safety regulations; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.