



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	SAFETY OFFICER
Jurisdictional Class:	Competitive
Civil Division:	BOCES; Towns
Adoption: CSM	7/10/96
Revised: CSM	10/12/16

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a town and involves performance of tasks including the development, implementation, and enforcement of a safety program covering town employees and public-using town buildings to comply with State and Federal regulations to ensure maximum safety. Duties are performed under the general supervision of the Highway Superintendent or other town official with leeway allowed in designing and carrying out the details of the safety program. The work is performed in accordance with established policies and procedures including MSHA and OSHA regulations and the Hazard Communication Act as well as New York State Right to Know law, New York State Public Employees Occupational Safety and Health Act, and any other law, rule, and regulation pertaining to employees' safety; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Inspects town buildings, offices, and work areas to identify unsafe conditions or practices and recommends remedial measures;

Evaluates town department operations for equipment and materials use and develops written safety procedures where needed;

Assists in the investigation of employee accidents and recommends remedial action;

Investigates health and safety complaints and/or grievances for potential health and safety violations and recommends remedial action;

Develops hazard communication and lookout/tag out plan;

Prepares a written emergency disaster plan;

Arranges workshops for employees on disaster, fire, and blood-borne pathogens for employees;

Sets up immunizations for employees as needed;

Develops safety policies, monitors and enforces safety regulations, and recommends action to be taken in cases of violations;

Seeks grants and other financial assistance for safety related programs;

Maintains records to satisfy Federal and State requirements;

Conducts OSHA and toxic substance safety training sessions as needed;

Recommends changes in job procedures to eliminate safety hazards;

Reviews and responds to information requests from the Worker's Compensation Board;

Maintains records to satisfy OSHA and Toxic Substances reporting requirements;

Reviews accident reports submitted by claimants;

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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State, and local laws, rules, and regulations pertaining to job and fire safety, toxic substances, asbestos containment, and blood-borne pathogens;
Ability to read and understand written directions;
Ability to establish and maintain an effective working relationship with employees and department heads;
Ability to reason clearly and select proper courses of action in situations involving safety;
Ability to prepare and conduct training seminars;
Ability to organize, interpret, and use forms, records, and documents required in the administration of MSHA and OSHA programs;
Ability to prepare reports;
Ability to understand and interpret laws and codes;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered 2-year college with an Associate's Degree in engineering technology, construction technology, industrial safety technology, fire science technology, occupational safety, or related field AND 1 year of experience in building construction or inspection or highway and road construction which shall have involved responsibility for the coordination, enforcement, and training of job safety regulations; OR
- (B) Graduation from high school and 3 years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.