

ASSISTANT TO THE BUDGET DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for the development, implementation and monitoring of a safety compliance program designed to maintain and/or improve safe working conditions at various work sites of the County of Westchester consistent with pertinent Federal, State and Local rules and regulations. This involves keeping abreast of various regulations, particularly OSHA regulations; analyzing them; recommending policies and procedures; communicating and conducting training in all departments to insure compliance; conducting regular inspections; promoting prevention of loss or injury; and overseeing maintenance of detailed records of required compliance documentation. The incumbent is vested with authority to stop on operation if a hazardous or unsafe condition is identified or safety precautions are not being enforced. Work also involves coordinating the activities of the department designated safety coordinators, particularly in the area of education and training for compliance and prevention. Supervision may be exercised over a small support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews and analyzes OSHA regulations to develop procedures and a systematic plan(s) of action and to provide County departments with the information needed to identify and correct hazards and potential hazards in the workplace;

Assists the Director of Risk Management in the development of policy and procedures for the implementation of county-wide OSHA regulations;

Provides guidance to departments in the development of appropriate policy, procedures and record keeping for compliance to safety regulations;

Evaluates departmental compliance to safety regulations, making periodic field inspections of facilities and shop areas for hazardous, unsafe or unsanitary conditions, and to insure worker compliance with OSHA and County safety rules; enjoins vested authority to stop an operation or job when prescribed safety precautions are not being enforced;

Represents the Director of Risk Management at department and division safety meetings, promoting understanding and compliance to risk management safety programs;

Develops recommendations to the Director of Risk Management for the reduction or elimination of risks to the County work force and the public;

Administers the processing of OSHA citations received by the County of Westchester by monitoring, logging and following up on all responses that divisions submit;

Reviews, monitors and maintains complete records of County Accidents reported through the Workers Compensation Program in the Department of Finance in accordance with OSHA requirements, and publicizes information to apprise management and personnel of trends requiring strong corrective measures;

EXAMPLES OF WORK: (Cont'd):

Reviews and recommends provisions in plans and specifications proposed by or to the Department of Public Works for new construction, repairs or modifications of Westchester County properties to insure compliance with OSHA Standards;

Conducts regular inspections of equipment, tools, machinery and supplies to insure that they meet safety requirements and quality standards, and makes recommendations to correct specified or potential hazardous operations;

Conducts or arranges safety training and accident/injury prevention training for employees in targeted occupations of high risk;

Conducts OSHA Compliance/Safety Meetings with representatives of all departments to discuss new regulations, common safety problems and disseminating information concerning current compliance and loss control efforts;

Prepares and coordinates safety education and training programs;

Develops and maintains effective building evacuation procedures and drills specific to all buildings occupied by County employees;

Prepares and/or disseminates pamphlets or literature promoting safety standards and compliance to safety regulations;

Maintains detailed records and files, and performs related administrative tasks to insure the successful operation and compliance of the County's Safety Program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of public administration; good knowledge of the Federal and New York State Occupational Safety and Health Act; good knowledge of American National Safety Institute (ANSI) Standards; good knowledge of safety, health and fire prevention methods, procedures, and equipment; skill in training techniques to meet stated objectives; ability to recognize health and safety problems and to formulate, implement and effectively integrate solutions with ongoing operations; ability to gather and compile information for the preparation of oral and written reports which meet tests of sufficiency for supporting findings and recommendations; ability to establish and maintain effective working relationships with management and employees; ability to provide instruction in safety measures; sound judgment; integrity; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and either (A) a Master's Degree* in Public Administration, Public Health Administration, or Engineering and four years experience in program development, three years of which involved the development of large scale training programs or safety loss prevention programs; or (B) six years of experience as indicated in (A); or (C) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.