

PROGRAM COORDINATOR (SAFETY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent develops and implements projects designed to promote and monitor safety at Westchester County Departments. An incumbent is responsible for the design and implementation of a comprehensive program to maintain and improve safety conditions, consistent with pertinent Federal, State and Local rules and Regulations within a Department. The incumbent is also responsible for maintaining a Workmen's Compensation program in accordance with the insurance carrier and Risk Management. This position is designed to promote occupational safety and to prevent accidents. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements programs to promote and improve safety conditions for a County department and insures that effective coordination is maintained;

Monitors implementation of safety programs to ensure constant awareness and to ensure proper practices are followed;

Inspects work sites, activities and equipment to detect actual or potential safety hazards and recommends, develops and implements corrective measures;

Reports unsafe conditions and recommends corrective measures;

Coordinates or develops training programs designed to reduce risk and promote safety consciousness, and conducts or oversees training sessions;

Investigates conditions under which accidents have occurred and recommends safety procedures or equipment to correct unsafe conditions and to reduce the potential for accidents;

Reviews reports on Worker's Compensation cases to determine types of accidents, trends, etc. and to develop appropriate training materials to prevent similar accidents;

Develops and participates in the departmental accident review board proceedings;

Attends conferences and meetings to insure the effective implementation of safety program guidelines and policies, coordinating these activities with those of various divisions of the department;

Coordinates activities and findings with the Director of Risk Management to insure the department is in conformance with the County program for Health and Safety;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental duties, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough 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; ability to recognize health and safety problems and to formulate, implement and effectively integrate solutions with ongoing operations; ability to gather and compile information; ability to communicate effectively, both orally and in writing; ability to support recommendation and findings with sufficient documentation; ability to establish and maintain effective working relationships with management and employees; ability to provide instruction in safety measures; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; sound judgment; integrity; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and six years of experience in risk analysis, occupational safety control and loss prevention, three of which shall have been in an administrative supervisory capacity.

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

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.