

## PROGRAM SPECIALIST (HEALTH AND SAFETY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class assists in organizing, implementing and monitoring program components in the field of health and safety, to maintain and improve safe working conditions for employees in an assigned County department. The incumbent will monitor and compile statistical data to ensure compliance with local, state and federal mandates in regard to health and safety. The incumbent serves as a liaison between the department and assigned vendors and training providers to facilitate scheduling for training and testing as well as tracking data specific to accidents, issues and inspections for assigned specialty areas of focus. This classification is distinguished from the Program Administrator (Health and Safety) in that the Program Administrator is responsible for the design and development of a comprehensive health and safety program while also personally presenting specialized select training and instruction. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the development and implementation of an ongoing health and safety program for the assigned department and ensures that effective coordination is maintained;

Monitors training requirements and completions to facilitate administrative reporting and monitoring requirements for the program;

Adheres to program policy and procedures within departmental guidelines, and provides input on potential changes in program organization, methods and procedures, as appropriate;

Maintains detailed reports regarding all departmental injuries to ensure compliance with PESH/OSHA and TRIAD incident reporting/logging requirements;

Provides detailed statistical data regarding Health & Safety training and fitness issues, to be used in the compilation of data for periodic as well as the annual PESH/OSHA report covering such focus items as Respirator Fit testing, Hazwoper Medical Exams, AED training, among others;

Interfaces with third party vendor who provides occupational health services and maintains detailed records regarding various types of testing and examinations performed on behalf of the department;

Responsible for scheduling facilities, instructors and attendance for employees requiring training or testing to meet safety rules and regulations to ensure overall departmental compliance;

Assists as requested, with DOL/PESH visits and inspections, as well as complaint investigations;

Coordinates and schedules on-going training for water and wastewater plant personnel (both operations and maintenance) to ensure currency of required certifications specific to their assigned facilities and responsibilities;

Implements and monitors departmental programs designed to promote safety practices;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Interfaces with approved vendors for contracted training and testing to ensure optimal scheduling and implementation to meet departmental needs;

Assists in the instruction of employees in the use of safety equipment and safe work methods;

Assists in inspecting work locations, activities and equipment to identify compliance issues and unsafe conditions and to monitor measures intended to ensure compliance and improve or maintain safety;

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

Performs other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the New York State Occupational Safety and Health Act; 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 for the preparation of oral and written reports; ability to establish and maintain effective working relationships with management and employees; ability to provide instruction in safety measures; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; 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 three years of professional (post degree) experience where a primary function of the position was the delivery and/or statistical tracking and reporting, of health and safety program activities to meet regulatory requirements.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree\* may be substituted for one year of the required 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 Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.