

## STAFF ASSISTANT (TRAINING AND SAFETY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, and working in conjunction with the Director of Risk Management, has responsibility for conducting, monitoring and coordinating the implementation of training programs designed to insure the safe, efficient and economical use of a County facility and its related equipment and machinery. An incumbent conducts, monitors and coordinates training programs designed to improve the work environment in a County Department to insure the health and safety of County employees. Indirect supervision may be exercised over plant operations and maintenance personnel in those areas pertaining to occupational safety. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Establishes and implements ongoing safety programs for a County Department;

Monitors established safety programs to insure effective coordination;

Inspects work locations, activities and equipment for the purpose of determining unsafe conditions;

Inspects work locations, activities and equipment to monitor measures intended to improve or maintain safety and/or efficiency;

Maintains a working relationship, and works in conjunction with, the Director of Risk Management, the Workmen's Compensation Board and the County's insurance carriers;

Arranges and conducts safety training sessions for all departmental personnel, with emphasis on various precautionary measures to be taken in potentially hazardous situations (i.e. chlorine handling, electrical servicing/maintenance, heavy machinery maintenance, etc.), as prescribed by OSHA;

Conducts, implements and assists in the training of operations and maintenance personnel in the operation of a facility and its related equipment and machinery to assure the most efficient and economical use of said facilities;

Attends safety and training seminars, as required;

Instructs personnel on new methods of treatment and the maintenance of new equipment;

Conducts training sessions at centrally located classes or at the job site, as required;

Makes recommendations, pertaining to safety, on the purchase of new equipment;

EXAMPLES OF WORK: (continued)

Prepares written reports and memoranda, as required;

Trains first-line supervisors in the use of safety measures and equipment;

Assists with Workmen's Compensation cases;

Maintains records and files;

May prepare instructional bulletins on health, safety and fire prevention practices for Departmental personnel.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern teaching theory and practices; good knowledge of the New York State Occupational Health and Safety 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 speak effectively in public; ability to provide instruction in safety measures; ability to instruct and lead group discussions and meetings; ability to gather and compile information for the preparation of oral presentations or written reports; ability to deal effectively with others; sound judgement; resourcefulness; poise; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* and one year of experience in occupational safety or risk management.

\*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.