

EMPLOYEE SAFETY COORDINATOR  
(Village of Ossining)

GENERAL STATEMENT OF DUTIES: Develops and implements programs to promote and improve workforce safety; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Village Manager, the incumbent of this position is responsible for the development and coordination of compliance programs regarding various Occupational Safety and health Administration (OSHA), Public Employees Safety and Health (PESH), and New York State Department of Labor regulations. If certified in a specific area, the incumbent may provide direct workforce training, otherwise, the incumbent will coordinate training with outside vendors. This position interacts with various governmental officials, training service providers, and municipal employees. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and develops compliance programs regarding various OSHA, PESH and NYS Department of Labor regulations;

Develops plans and coordinates employee safety policies and procedures;

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

Assess various municipal buildings for the purpose of safety and security, fire exits, etc., and performs a risk assessment;

Develops fire evacuation plans for municipal buildings;

Completes required OSHA, PESH, and/or Department of Labor reporting documents;

Identifies risks and assesses vulnerability of municipal buildings;

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

Maintains village wide records on safety training programs;

Inspects work sites and conducts inspections of work site activities and equipment to ensure proper safety measures are being used;

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

Represents the Village on Safety Committee and responds to municipal employee issues;

EXAMPLES OF WORK (Illustrative Only) (continued)

Attends conferences and meetings to insure the effective implementation of safety program guidelines and policies;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the Federal and 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 communicate effectively, both orally and in writing; ability to provide instruction in safety measures; ability to effectively 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: Either: (a) a Bachelor's Degree in Occupational Health and Safety, or closely related field and one year of work experience where the primary responsibilities involved risk analysis, occupational safety, or worksite inspections for enforcement of occupational/safety regulations; or (b) a Bachelor's Degree and two years of experience as in (a) above; or (c) an Associate's Degree in Occupational Health and Safety, or closely related field and three years of experience as in (a) above; or (d) an Associate's Degree and four (4) years of experience as in (a) above; or (e) a satisfactory equivalent combination of the foregoing training and experience.