

SAFETY COORDINATOR
(BOCES #1)

GENERAL STATEMENT OF DUTIES: Administers and coordinates health and safety programs and emergency planning procedures; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Assistant Superintendent for Administration, an incumbent of this class is responsible for administering, advising and providing technical assistance pertaining to health and safety rules, regulations and laws and emergency planning procedures for eighteen component school districts of the Putnam/Northern Westchester BOCES. An incumbent of this class prepares and conducts employee training, establishes safety standards, conducts building inspections and coordinates toxic substance training and inspection. Supervision may be a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Designs safety programs applicable to school department functions including equipment and facilities used;

Determines appropriate training resources based on specific safety concerns or hazards;

Informs school administration personnel of operating procedures not in compliance with State or Federal safety guidelines and makes recommendations to improve or correct deficiencies;

Recommends specific safety programs to reduce accidents;

Conducts research and studies to determine causes of accidents and prepares reports, as necessary;

Confers with the State Education Department regarding health, safety, current laws and regulations, and educational issues relative to health and safety;

Acts as liaison with federal, state, and local agencies concerned with safety standards and hazardous conditions;

Provides assistance to school district personnel in recognizing and handling toxic substances in accordance with Right to Know Hazardous Communication Standards, Asbestos Hazard Emergency Response Act provisions, disaster preparedness, fire and building code compliance and hazardous waste disposal;

Provides assistance to school district personnel in emergency planning procedures under the S.A.V.E. and Homeland Security legislation;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Stays abreast of developments in the field of health and safety by reviewing current literature and publications, including rules, laws, and regulations and attending conferences;

May use computer applications such as spreadsheets, word processing, email, calendar and database software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of federal, state, and State Education laws, rules, regulations regarding occupational health and safety; good knowledge of N.Y.S. Fire Code, OSHA regulations, AHERA/SASA regulations, DEC and EPA regulations, and Right to Know regulations; good knowledge of emergency planning procedures and regulations; good knowledge of the principals and techniques of safety training; good knowledge of the current literature, recent developments and other sources of information relating to health and safety programs; ability to communicate both orally and in writing; ability to effectively use computer application software; ability to deal effectively with people; good analytical skills; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree in an environmental, physical or biological science field and two (2) years of experience with a public agency or private industry involving administration and development of health and safety programs and/or emergency planning; or (b) graduation from a recognized college or university with a Bachelor's Degree and four (4) years of experience as outlined in (a); or (c) graduation from a recognized college or university with an Associate's Degree in an environmental, physical or biological field and four (4) years of the experience as outlined in (a).

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.