

SAFETY COORDINATOR
(School Districts)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Facilities, the Assistant Superintendent for Administration or Assistant Superintendent of Business, an incumbent of this class is responsible for administering, coordinating, advising and providing technical assistance pertaining to health and safety programs, rules, regulations and laws and emergency planning procedures for a school district. An incumbent of this class prepares and conducts employee training, establishes safety standards, conducts building inspections in terms of safety compliance and coordinates toxic substance training and inspection. The incumbent interacts with government officials, district administrators and staff in the performance of duties. Supervision over lower level security staff (i.e. Safety and Security Officers) may be a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Designs safety programs in compliance with laws applicable to school department functions including equipment and facilities used;

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

Direct training programs for participating district staff to maintain compliance with health, safety, and violence prevention regulations and laws;

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;

Maintains all records required by law including asbestos, "Right to Know" hazard plans, building emergency/safety teams, etc.;

Provides assistance to school district in selecting and utilizing consultants in the areas of buildings and facilities maintenance, school security, violence prevention, health services, professional training, hazardous waste management, and building code compliance;

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;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Uses 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, good knowledge of OSHA regulations, AHERA/SASA regulations, DEC and EPA regulations, PESH, FEMA and Right to Know regulations; good knowledge of safety practices, procedures, and equipment, including assessment of chemical and physical hazards; 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 gather information and maintain records; ability to provide clear instruction on safety measures; ability to deal effectively with people; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; good analytical skills; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three (3) years of work experience involving the administration and development of health and safety programs, and/or emergency planning.

SUBSTITUTION: A Bachelor's Degree* in Criminal Justice or an environmental, physical or biological science field may be substituted for one (1) year of the required work experience as described above.

*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 post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

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.