

SAFETY TECHNICIAN
(BOCES #1)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Safety Coordinator, an incumbent of this class assists in the administration and coordination of health, safety and emergency planning programs for participating school districts. The incumbent conducts workshops and training programs designed to assist the component school districts in maintaining compliance with safety, health and emergency procedure laws and regulations. Incumbents perform building inspections and coordinate toxic substance training with appropriate school personnel. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Safety Coordinator in helping participating school districts to implement changes and programs to document compliance with health and safety laws and regulations and emergency planning procedures;

Conducts workshops, drills and other similar activities in order to keep participating school districts current with changes in laws and regulations concerning health and safety issues and multi-hazard approach to emergencies and Homeland Security issues;

Performs building inspections to assess possible risks of exposure to potential hazards in the schools;

Assists participating school districts in collecting all pertinent information from manufacturers and other agencies concerning toxic substances and available resources during emergency situations;

Assists participating school districts in researching and summarizing regulations and laws in the areas of health and safety and in writing plans and protocols to address health and safety concerns;

Provides and/or coordinates training and information programs in conjunction with emergency response agencies for school personnel, parents and community groups;

Documents compliance with laws and regulations pertaining to health, safety and emergency planning;

Assists the Safety Coordinator in completing health and safety reports, as needed;

Uses computer applications such as spreadsheet, word processing, email, calendar and database software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of statutory and regulatory requirements relating to health, safety and emergency planning in schools; good knowledge of safety practices, procedures, and equipment, including assessment of chemical and physical hazards; good knowledge of toxic substances and their potential adverse effects; good knowledge of multi-hazard approach to emergencies and Homeland Security issues; good knowledge of the principles and techniques of safety training; ability to conduct training; ability to make inspections, analyze findings and determine corrective action; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to work independently; ability to gather information and maintain records; ability to provide clear instructions on 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; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Environmental Science, Health Science, Public Health, Biology, Chemistry, or a related field; or (b) a Bachelor's Degree* and one (1) year of work experience either assessing and preventing safety or environmental health hazards, or with responsibility for implementation of a safety training program; or (c) an Associate's Degree* in Environmental Science, Health Science, Public Health, Biology, Chemistry, or related field and two (2) years of work experience as outlined in (b) above.

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 NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents if the New York State Education Department as a post-secondary, degree-granting institution.

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.

BOCES #1
J.C. Competitive
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Job Class Code: S117