

SAFETY TECHNICIAN  
(BOCES #1)

GENERAL STATEMENT OF DUTIES: Assists in the administration and coordination of health, safety and emergency planning programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Safety Coordinator, an incumbent of this class 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 considered a responsibility of this class.

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;

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 in completing reports, as needed;

May use 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 toxic substances and their potential adverse effects; good knowledge of multi-hazard approach to emergencies and Homeland Security issues; ability to make inspections, analyze findings and determine corrective action; ability to communicate effectively both orally and in writing; ability to effectively use computer application software; ability to maintain effective working relationships; ability to work independently; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a \*Bachelor's Degree in an environmental, physical or biological science field; or (b) a \*Bachelor's Degree and one (1) year of paid experience in the field of environmental health or environmental safety; or (c) an \*Associate's Degree in an environmental, physical or biological science field and two (2) years of the experience as outlined in b above; (d) a satisfactory equivalent combination of the foregoing training and experience.

\*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: 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.