

Civil Division: BOCES
Jurisdiction Class: Competitive
EEO Category: Technicians
Revised: 03/23/17

ASSISTANT SAFETY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in BOCES and involves the responsibility to assist on the implementation of a district-wide safety program to insure that school districts comply with State and Federal environmental safety regulations. Through the use of training sessions and consultations, the incumbent in this position is able to accomplish the goal of maximum safety among all school districts. The work is performed in accordance with established policies and procedures under the general supervision of the Safety Coordinator and Assistant Superintendent of Administrative Services. Supervision over the work of others is not a responsibility of the incumbent. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts OSHA and toxic substance training sessions for the school districts;
Provides information and assistance to schools on matters requiring environmental safety regulations, compliance, and prepares related monthly reports;
Regularly attends required safety seminars and technical workshops;
Assists the Safety Coordinator with the preparation of the annual budget and meeting programs requirements;
Acts as safety consultant to member schools;
Maintains records to satisfy OSHA and toxic substances reporting requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of Federal, State, and local laws, rules and regulations pertaining to toxic substances; ability to read and understand complex written directions; ability to prepare and conduct training seminars; ability to prepare reports; ability to understand and interpret laws; ability to establish and maintain an effective working relationship with employees and department heads.

MINIMUM QUALIFICATIONS: Applicants must meet the minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** one (1) year of experience, which shall have involved the responsibility for the administration, training, coordination or enforcement of job safety or environmental health and safety regulations; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience, as outlined in (A) above.

Adopted: 11/02/89
Revised: 10/31/94, 03/23/17