

Civil Division: BOCES  
Jurisdictional Class: Competitive  
EEO Category: Protective Service: Non-Sworn  
Revised: 11/09/05

### **SAFETY COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs tasks that involve the development and implementation of safety programs covering BOCES and school districts, in order to comply with State and Federal environmental safety regulations and to ensure maximum safety of employees and students. The regulations the coordinator works with include OSHA Standards, Environmental Conservation Law, New York State Labor Law, and Regulations of the Commissioner of Education. Duties are performed under the general supervision of the Assistant Superintendent, with latitude allowed in designing and carrying out the details of the program. The work is performed in accordance with established policies, procedures, standards, guidelines, and regulations. Supervision may be exercised over assistants assigned to the program. Employee performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Develops, implements, and directs district-wide employee safety education program;  
Prepares and conducts safety training sessions for each school district;  
Provides information to schools on safety matters requiring rule compliance and on general safety issues, and keeps a record of such activities;  
Attends safety seminars and technical workshops;  
Ensures that schools are in compliance with record keeping requirements by conducting periodic audits of records;  
Acts as safety consultant to member schools;  
Performs administrative tasks which may include budget preparation, attendance at administrative staff meetings, and general program administration;  
Acts as liaison between school districts and local, state, and federal agencies;  
May supervise assistants involved in the Safety Program.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of Federal, State, and local laws, rules and regulations pertaining to toxic substances; ability to read and understand complex written directions; ability to establish and maintain an effective working relationship with employees and department heads; ability to reason clearly and select proper courses of action in situations involving toxic substances; ability to prepare and conduct training seminars; ability to organize, interpret and use forms, records and documents in the administration of safety programs; ability to prepare reports; ability to make good budgetary decisions and calculations; ability to understand and interpret laws and codes.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree **AND** two (2) years of experience which shall have involved 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** four (4) years of experience as outlined in (A) above.

Adopted: 1987  
Revised: 09/22/94, 11/09/05