

Jurisdictional Class: Competitive  
EEO Category: Technicians  
Revised: 03/04/2019

## **SAFETY OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves performance of tasks involving the development, implementation, and enforcement of a safety program covering employees. The work is performed in accordance with established policies and procedures including OSHA/PESH regulations. Duties are performed under the general supervision of a higher-level superior, with leeway allowed in designing and carrying out the details of the safety program. Supervision over the work of others is not a responsibility of this class. The incumbent performs related work as required.

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

Develops, implements and enforces a safety program;  
Inspects work areas and public facilities to identify and correct conditions which pose significant risk of accidental injury to employees and the general public;  
Monitors and enforces all Federal, State, and Local safety regulations;  
Plans, develops and conducts safety seminars and training programs;  
Assists in the investigation of accidents on property to determine causes and develop appropriate remedial actions;  
Recommends changes in job procedures to eliminate safety hazards;  
Maintains records to satisfy OSHA/PESH and Toxic Substances reporting requirements;  
Reviews accident reports submitted by claimants;  
Recommends action to be taken in cases of violation of safety rules and regulations;  
Reviews requests for safety equipment to determine whether they meet Federal and State standards and makes recommendations on new purchases;  
Maintains liaison with individuals who are responsible for formulating safety legislation;  
Forms safety committees of personnel in all areas of the department and directs their activities;  
May serve as the representative on local and State Government safety committees;  
May participate as an instructor in both classroom and on-the-job safety training;  
May appear at compensation hearings, up to and including, appeals before the Workers' Compensation Board;  
May assist in the review of new construction plans and specifications to eliminate potential built-in hazards;  
May occasionally need to carry out inspections out of doors and/or at night or in the evening.

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

Good knowledge of Federal, State and local laws, rules and regulations pertaining to worker safety and health practices; good knowledge of general worker safety principles, practices and techniques; ability to conduct accident investigations; ability to read and understand complex written directions; ability to establish and maintain an effective working relationship with employees and management; ability to speak effectively before large groups; ability to prepare and conduct training seminars; ability to organize, interpret and use forms, records and documents required in the administration of the OSHA Programs; willingness to make field investigations in adverse weather conditions during other than normal duty hours.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** two (2) years of experience involving responsibility for the administration, training, coordination, or enforcement of job safety or environmental health and safety regulations; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** four (4) years of experience involving responsibility for the administration, training, coordination, or enforcement of job safety or environmental health and safety regulations.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

Adopted: 10/29/1986

Revised: 08/14/1996; 06/27/2005; 10/15/2015; 10/25/2016; 12/06/2017; 03/04/2019