

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 10/21/96

ENVIRONMENTAL HEALTH AND SAFETY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Community College and involves performance of tasks involving the development, implementation and enforcement of a health and safety program covering students and employees to comply with State and Federal regulations to ensure maximum safety. Duties are performed under the general supervision of the Director of Physical Plant, with leeway allowed in designing and carrying out the details of the health and safety program. The work is performed in accordance with established policies and procedures including OSHA regulations, the Federal Hazard Communication Standard and the New York State Right-to-Know Law. May supervise the work of others. Does related work, as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts OSHA and toxic substance safety training sessions as needed;
Submits annual budget and program requirements;
Monitors and enforces safety regulations;
Maintains records to satisfy OSHA and Toxic Substances reporting requirements;
Attends safety seminars, workshops and fire training programs;
Develops and executes programs, policies and procedures in compliance with local, State and Federal regulations which relate to the health and safety of employees and students at Mohawk Valley Community College;
Serves as the designated "Right-to-Know" officer for the campus and maintains master file of Material Safety Data Sheets and Chemical fact sheets;
Implements and presents initial and annual training programs for employees;
Maintains contact with local, State, and Federal regulatory agencies such as Environmental Conservation, State and County health departments, local fire departments, and College Safety Committee;
Prepares reports and safety documents for internal and external use;
Keeps informed of changes in local, State and Federal laws and conveys new requirements to the college community;
Works with Human Resources and Student Health Center to implement and carry out policies on work-related illnesses and injuries;
Follows up on all work-related accidents;
Reviews safe storage and handling practices in laboratories on campus;
Promulgates policies and procedures for storage and handling in laboratories;
Conducts laboratory safety surveys and generates recommendations for corrective action when appropriate;
Makes complete arrangements for pick-up and disposal of hazardous and biological wastes through an outside contractor;
Maintains waste manifests and records;
Makes provisions for safe temporary storage of hazardous and biological wastes on campus;
Identifies unsafe practices and conditions through active inspection;

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TYPICAL WORK ACTIVITIES--cont'd:

Oversees asbestos abatement program;

Oversees fire safety inspection program;

Maintains the college's oil storage facilities licenses, hazardous materials generator registration and other licenses and registrations as required by law.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State and local laws, rules and regulations pertaining to hazardous waste, right-to-know, toxic substances, fire safety, and asbestos containment; working knowledge of industrial safety principles; ability to establish and maintain an effective working relationship with employees, department heads and students; ability to read and understand complex written directions; ability to reason clearly and select proper courses of action in situations involving safety; ability to prepare and conduct training seminars; ability to organize, interpret and use forms, records, and documents required in the administration of toxic sub-stances, right-to-know, safety and OSHA programs; ability to prepare reports; ability to understand and interpret laws and codes.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in science or chemical technology, engineering technology, construction technology, industrial safety technology, fire science technology, occupational safety or a closely related field, **AND** three (3) years of experience in 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** five (5) years of experience, as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.