

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 06/27/05

SAFETY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists within the County of Oneida, and involves performance of tasks involving the development, implementation and enforcement of a County-wide safety program covering County employees. The work is performed in accordance with established policies and procedures including OSHA 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. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops, implements and enforces a County-wide safety program;
Inspects County work areas, public facilities and County highways to identify and correct conditions which pose significant risk of accidental injury to employees and County residents;
Monitors and enforces safety regulations;
Plans, develops and conducts safety seminars and training programs for supervisors, operating maintenance, laboratory and office personnel;
Assists in the investigation of accidents on County property to determine causes and develop appropriate remedial actions;
Recommends changes in job procedures to eliminate safety hazards;
Maintains records to satisfy OSHA 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 department 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.

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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; working knowledge of the rules and regulations of the New York State Workers' Compensation Board; 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 department heads at all levels of County government; 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 Workers' Compensation and OSHA Programs; willingness to make field investigations in adverse weather conditions during other than normal duty hours.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering technology, construction technology, industrial safety technology, fire science technology, occupational safety, or a closely related field, **AND** one (1) year of experience in building construction or inspection, which shall have involved responsibility for the administration, training and enforcement of job safety regulations; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in engineering technology, construction technology, industrial safety technology, fire science technology, occupational safety, or a closely related field, **AND** three (3) years of experience as outlined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** five (5) years of experience, as outlined in (A) above.