

Department: Board of Supervisors  
Classification: Competitive  
Grade: 8 M/C

SPEC DISK C1  
DOCUMENT 76

*HEALTH & SAFETY COORDINATOR*

*DISTINGUISHING FEATURES OF THE CLASS:* This is technical work involving planning, developing, implementing and monitoring comprehensive safety and training programs, which includes departmental standards for the protection of employees, and the public use of municipal owned properties and facilities. The incumbent acts as a resource person in the inspection of facilities, work sites, and work practices to ensure compliance with MSHA, PESH and/or OSHA standards and other applicable state/federal safety regulations and insurance requirements.

Incumbent is responsible for overseeing and conducting safety programs within the eighteen towns in Essex County who participate within the Essex County Workers Compensation Self Insurance Plan. Incumbent is expected to coordinate all activities with the County's Health & Safety Officer. The work is performed under the general supervision of the Essex County Board of Supervisors, and in conjunction with the Essex County Workers Compensation Self Insurance Administrator. Does related work as required.

*TYPICAL WORK ACTIVITIES:* (Illustrative only)

Develops and maintains policies and procedures to ensure compliance with MSHA, PESH and/or OSHA requirements and to ensure that employees are aware of current regulations;

Develops and communicates safety plans, including those connected with emergency preparedness;

Ensures compliance with all MSHA, PESH &/or OSHA mandated employee training, record keeping and reporting; prepares for and accompanies inspectors from regulatory agencies and insurance companies;

Investigates all safety incidents and determines whether corrective action is needed to prevent recurrence; monitors corrective action program in this regard;

Responsible for designing instructional materials and providing training to employees in order to comply with all MSHA, PESH and/or OSHA requirements;

Makes regular, routine inspections of facilities/job sites to observe potentially hazardous conditions and work practices;

Inspects and investigates accident and loss sites to determine causes and arrive at means to prevent similar accidents from recurring;

Establishes and maintains a central file system, which includes departmental reports of hazard identifications and progress of the corrective action, loss control information and reports and other information as appropriate to capture loss statistics for use in program development;

Reviews legislation, rules and regulations (including but not limited to: MSHA, NFPA, OSHA, FAA,

VCAHO, NEC, LSC101, ESC, NESC, NYSDOL, DOT, CDL, EPA, DEC, and AHERA) affecting safety and health standards that govern public and employee safety and facility protection and advises on the need for modifications to meet jurisdiction standards;

Provides advice and counsel to various departments and divisions within the eighteen towns regarding individual safety programs;

Will provide additional coverage when necessary for the County's Health & Safety Officer;

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

Good knowledge of the principles and practices of safety plans and programs as they relate to county operations;

Good knowledge of pertinent sections of the Occupational Safety and Health Act standards and regulations and other regulatory agencies as applicable as well as pertinent rules and regulations of New York State departments;

Working knowledge of loss control methods of primary risk exposures;

Ability to coordinate and administer a continuing program of safety information and training;

Ability to conduct investigations, analyze findings, recommend and implement corrective action;

Ability to establish and maintain a record keeping system for safety control;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to establish and maintain effective working relationships with groups and individuals;

Physical condition commensurate with the demands of the position.

*MINIMUM QUALIFICATIONS:*

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering, industrial safety, or a closely related field and one year of experience in a position responsible for hazard recognition; evaluation, analysis, development and implementation of workplace safety conditions; OR

B) Graduation from high school or possession of a high school equivalency diploma and five years experience in a position responsible for: hazard recognition; evaluation, analysis, development and implementation of workplace safety controls; OR

C) An equivalent combination of training and experience as indicated in A) and B) above.

*NOTE: Candidates must be eligible for appropriate New York State driver's license.*

**Created:**

August 25, 2004

