

ASSISTANT HEALTH AND SAFETY COORDINATOR

415-X

DISTINGUISHING FEATURES OF THE CLASS: This position exists in BOCES and involves the responsibility to assist with the implementation of a district-wide health and safety program to ensure that school districts comply with State and Federal environmental safety regulations. Through the use of training sessions and consultations, the incumbent in this position is able to accomplish the goal of maximum safety among all school districts. The work is performed in accordance with established policies and procedures under the general supervision of the Health and Safety Coordinator or designee. Supervision over the work of others is not a responsibility of the incumbent. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops and conducts Health and Safety related workshops, drills and other trainings for school districts;

Provides information and assistance to schools on matters requiring environmental safety regulations, compliance and prepares related reports;

Regularly attends required safety seminars and technical workshops;

Assists Health and Safety Coordinator with the preparation of the annual budget and meeting programs requirements;

Acts as safety consultant to member schools;

Maintains records to satisfy OSHA and toxic substances reporting requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Working knowledge of Federal, State and local laws, rules and regulations pertaining to environmental hazards and toxic substances; working knowledge of statutory and regulatory requirements relating to emergency planning in schools; ability to read and understand complex written directions; ability to prepare and conduct training seminars; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports; ability to understand and interpret laws; and ability to establish and maintain an effective working relationship with employees and department heads.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree AND one (1) year of experience, which shall have involved the 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 three (3) years of experience, as described in (A) above.

SPECIAL REQUIREMENT: *At the time of appointment, applicant must possess a valid driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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