

OSHA TRAINING AND SAFETY SPECIALIST

328-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administering and enforcing the provisions of the Occupational Safety Health Administration (OSHA) and the Department of Public Employees Safety and Health (PESH) Rules and Regulations as they relate to the safety standards and training of the County Public Works employees in the areas of automotive/transportation safety, occupational safety and health and building construction safety for the County Government. The position also entails recordkeeping, timekeeping and clerical activities as well as evaluating transportation programs and monitoring employees' compliance with Article 19A. Work is performed under the supervision of the Deputy Commissioner of Public Works/Engineering and in accordance with established policies and objectives with leeway for making independent judgment.

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.*

Assists in the maintenance and enforcement of policies and procedures to ensure compliance with OSHA and PESH requirements and to ensure that employees are aware of current regulations;

Maintains records and reports as required by occupational safety and health statutes or regulations, utilizing a personal computer software program;

Investigates accident and loss sites to determine causes and may make recommendations to department head as to methods to prevent similar accidents from recurring and reduce or eliminate risks to personnel and the public;

Assists in the Development and implementation of a variety of safety related education or

training programs for County Public Works employees;

Assists with the inventory of all toxic substances found in or around County work sites;

Catalogs hazardous materials and requests material safety data sheets from suppliers or manufacturers of toxic substances;

Maintains required folders for drivers and verifies that driver certifications, drug and alcohol compliance and violation records are maintained in accordance with the provisions of Article 19-A of the Vehicle and Traffic Law;

Conducts required Article 19-A Testing;

Maintains a Policy and Procedures Manual for the Transportation Department;

Ensures that Transportation Department is in compliance with Federal, State and local laws and regulations governing the operation and maintenance of transportation vehicles;

Provides technical advice to various departments and divisions regarding safety programs;

Interacts with outside agencies on safety issues;

Assists in the preparation of the annual budget for Transportation Department;

Assists in the maintenance of employee personnel records, including timekeeping functions, accruals and payroll information;

May assist with new employee orientation and staff development activities;

Prepares reports and makes presentations as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of statutory and regulatory requirements relating to occupational safety, health and workplace safety; good knowledge of the requirements contained in

Article 19-A of the Vehicle and Traffic Law of New York State; good knowledge of rules and regulations relating to the operation of a transportation system; good knowledge of basic business arithmetic and English; good knowledge of the regional geography and road and highway systems; ability to prepare accounting and budgetary spreadsheets using a variety of computer programs; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports; ability to maintain effective working relationships with groups and individuals; and ability to identify and investigate safety problems and make suggestions to solve same.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree or higher and two (2) years experience in transportation administration, including the oversight of vehicle maintenance and OSHA or PESH regulations; or
- (B) Graduation from high school or possession of a general equivalency diploma and four (4) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

***NOTE:** Candidate must possess and maintain the appropriate level Motor Vehicle Operator's License at time of appointment.*

***SPECIAL REQUIREMENT:** Candidate must successfully complete the New York State Department of Motor Vehicle Article 19-A Certification Program before appointment or within the probationary period following permanent appointment.*

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Created:01/01/09

Jurisdictional Class:Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval: N/A

Removed from Draft and placed in Classplan on 5/6/09
Revised and Replaced in Classplan: 2/23/2023