

SAFETY PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating safety programs and activities for the County government, and for establishing training or education programs to meet safety needs. The position will include responsibility for taking compliance action with respect to statutory or regulatory requirements in the areas of occupational safety and health and building construction safety, as well as performing technical work regarding traffic safety (i.e.: traffic sign placement, traffic signal light placement, pavement markings). Work is performed under general direction with leeway for independently performing most duties. Supervision is exercised over technical staff performing general safety program duties.

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.*

- Takes inventory of all toxic substances of materials found in or around County work sites;
- Catalogs hazardous materials and requests material safety data sheets from suppliers or manufacturers of toxic substances;
- Develops and implements a variety of safety related education or training programs for County employees;
- Establishes and maintains records and reports as required by occupational safety and health statutes or regulations;
- Supervises the work of technicians in measuring traffic volume, taking pedestrian counts, performing speed and delay studies, turning movement counts, line of sight distances and banking angles;
- Oversees the installation of traffic counters in the field;

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Responds to and meets with the public and various officials regarding highway safety;

Maintains and analyzes accident records;

Prepares plans and specifications for traffic control signs, pavement markings and signals;

Acts as liaison between Town Highway Departments and the County Public Works Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of statutory and regulatory requirements relating to occupational safety and health and building safety; good knowledge of toxic substances and the potential adverse effects of toxic substances; good knowledge of the Manual of Uniform Traffic Control Devices; good knowledge of the principles of traffic engineering; good knowledge of the techniques and interpretation of statistical studies of traffic accidents and projected traffic loads; ability to draw sketches and construct charts, maps and other engineering illustrations; ability to supervise the work of subordinate staff members.

MINIMUM QUALIFICATIONS: Either:

- (A) An Associate's degree in Risk Management, Traffic Safety, or related field and one (1) year experience in the operation of a safety, traffic or risk management program;
- (B) Three (3) years experience in the operation of a safety program, risk management program, or occupational/building safety inspection program; or
- (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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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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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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