

SCHOOL HEALTH AND SAFETY COORDINATOR

415-L

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the administration, interpretation and application of Federal, State and local regulatory requirements for health and safety standards *and health emergency planning* for participating Sullivan County school districts. The incumbent develops and coordinates appropriate workshops and training to keep districts current with changes in laws and regulations and acts as a liaison between the districts and the regulatory agencies responsible for enforcement of health and safety laws. Work is performed under general direction of Assistant Superintendent for Management Services with leeway for independently performing most duties. Supervision is exercised over technical staff performing general health, emergency planning and 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.*

Develops and coordinates workshops, drills and other training activities to keep participating school districts current with changes in health and safety laws and regulations as well as health emergency planning to ensure safety conditions and healthy working environments;

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

Conducts inspections of school district buildings to assess the risks of occupational exposure to asbestos, radon and other environmental hazardous material;

Provides instructions to school district staff to satisfy both the Bloodborne Pathogen Standards and the Hazard Communications Standards as mandated by OSHA;

Establishes working relationship with component district superintendents or designees to assess current health and safety concerns and discuss new regulations;

Conducts fire inspections;

Creates digital floor plans to identify rooms, utilities, exits, etc. to aid in emergency response activities;

Provides and/or organizes training and information programs in conjunction with emergency response agencies for school employees, students, parents and community groups;

May be required to attend Superintendent Cabinet and/or Director of Buildings and Grounds meetings as needed;

Assists participating school districts in collecting all pertinent information from manufacturers and other agencies concerning resources needed and available for assistance during emergency situations concerning toxic substances;

Attends and participates in regional and State advisory council meetings and training seminars.

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

TERISTICS: Thorough knowledge of statutory and regulatory requirements relating to emergency planning in the schools; Good knowledge of Federal, State and local laws, rules and regulations pertaining to fire safety, toxic substance and asbestos containment; ability to reason clearly and select proper courses of action in situations involving safety and homeland security issues; 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; ability to plan, assign and supervise the work of others; ability to work independently; computer literacy; and

initiative.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and one (1) year of experience in an environmental or occupational health and safety related field; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher and three (3) years experience as described in (A) above;
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) 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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Originated: 07/05/05

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Placed in Draft Specs (Sheila) on 7/5/05
Revised and placed in classplan book on 7/12/05
Revised in classplan on 7/13/05
Revised in classplan on 7/19/05
Revised and Replaced in Classplan: 3/8/2023
Revised and Replaced in Classplan: 5/14/2025 (Edu)