

## WORKPLACE SAFETY COORDINATOR

187-B

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for a variety of functions related to the administration of a Municipal Safety Program including but not limited to point of contact for OSHA, PESH and other safety and health regulatory and advisory organizations. The incumbent will make visits to various departments and municipal work locations to insure that safety standards are followed and enforced. The incumbent will be responsible for developing, implementing and managing safety programs for the County of Sullivan and any municipalities that participate in the County's self-funded Workers Compensation Plan. The Workplace Safety Coordinator prepares comprehensive reports for Senior Management, documenting observations and providing recommendations while exercising independent judgment and technical expertise. Work is performed under general supervision of the Director of Risk Management. Supervision may be exercised over subordinate staff. 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.*

Conducts periodic and ongoing site visits to covered entities to identify and evaluate physical conditions, safety practices, hazardous situations and compliance with established safety standards;

Completes detailed site visit reports that outline site conditions, safety practices and compliance with safety standards;

Identifies issues and concerns, coordinates with appropriate management staff and implements immediate remediation on sites, as necessary;

Prepares the Site Safety Quarterly Report for management;

Develops and conducts Organizational Safety Training Programs;

Researches and implements new materials handling processes;

Ensures compliance with all regulatory bodies and standards (OSHA, EPA, DOT, etc.);

Tracks incident metrics, presents findings and develops recommendations accordingly;

Identifies deficiencies or areas needing loss control or compliance attention and arranges for corrective measures;

Participates in the development, implementation and maintenance of safety related record keeping, reporting, systems and applications;

Prepares training presentations and/or analyses for executive management and covered entities;

Manages, monitors and reports on the performance of external safety consultants;

Develops and monitors performance measures, goals and objectives;

Ensures staff and contractor compliance with applicable laws, rules, regulations and procedures;

Liaises with senior staff, external clients, contractors and various government entities with regard to safety related matters;

May train and evaluate employees;

Assists management in the development of policies;

Develops, documents and implements procedures;

Assesses, develops and implements internal controls and oversees the review and testing of same;

Undertakes special assignments as directed.

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

**TERISTICS:** Thorough knowledge of Public Employer Occupational Safety and Health Act standards and regulations; good knowledge of equipment used for maintenance and departmental operations;

thorough knowledge of computer applications including, but not limited to Excel, PowerPoint, Word and Outlook; good knowledge of construction standards and practices; good knowledge of toxic substances; ability to maintain accurate records and prepare clear and concise reports; ability to communicate satisfactorily, both orally and in writing; ability to develop good working relationships with personnel and gain their cooperation in the establishment and maintenance of a sound safety program; ability to speak publicly and make public presentations; ability to assess data resulting from claims, establish protocols for loss prevention strategies and carry out a self-planned calendar of inspections on an annual basis of all entities insured; ability to create promotional materials necessary; physical capabilities to walk properties, facilities and buildings owned by the county or municipalities throughout the county in order to inspect work areas for safety and compliance; frequent travel is required using County vehicle; ability to work overtime or extended work hours, as required; and sound professional judgment.

**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 five (5) years of full time experience managing or administering the occupational safety and health process in a public or private organization with at least 100 employees having a variety of exposures; or
- (B) Graduation from a regionally accredited or New York registered college or university with an Associate's Degree and seven (7) years of experience as contained in (A) above.

Municipal/governmental experience preferred or large scale private sector business, or insurance carrier claims investigations (property/casualty/workers' compensation).

*Special Requirements:* Possession of a valid driver's license; current certification in at least one of the following\*: CSP, CHST, CIH. OSHA/PESH certified;

Additional certifications in Blood Borne pathogens, Workplace Violence, Safe Driver, Equipment Operations, Sexual Harassment, Building Safety Training, or Construction Site Safety within one year of appointment.

\*CSP - Certified Safety Professional  
CHST - Certified Health and Safety Technician  
CIH - Certified Industrial Hygienist

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Last Reviewed: 05/08/18  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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