

SAFETY AND TRAINING OFFICER

Code No. 4-18-253
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position which involves analyzing, planning, establishing, directing and coordinating the implementation of a broad safety program for a medium to large governmental department, agency or town whose employees work at various locations in a wide variety of work occupations, some under hazardous conditions. Employees in this class are also responsible for planning, development and implementation of a general training program for operations and maintenance personnel and their supervisors. Work is performed under the general supervision of an administrator, with latitude for initiative and independent judgment to enforce the safety program. Employees may be required to work with management in dealing with any emergency when public or employee safety is involved. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Establishes Safety Policy for the employees of the jurisdiction, and organizes annual fire safety training and drills;

Develops information on past and current employee safety performance, prepares and disseminates reports and statistics on frequency and severity of accidents by type and location for the jurisdiction;

Confers with unit supervisors to plan and recommend specific measures for improving the safety record within their units;

Holds meetings with employees of the various units to outline objectives of the safety program and solicit support for it;

Conducts investigations to determine the cause of employee accidents, reports findings and makes recommendations for the correction of unsafe conditions or practices;

Recommends the installation and use of safety attachment in equipment and facilities;

Makes field inspections to spot unsafe work habits or procedures and recommends corrective action;

Prepares and conducts weekly safety classes for all departments;

Recommends discipline measures for those who do not comply with the safety program;

Develops material for training courses, engages speakers and implements general training for operations and maintenance employees and their supervisors;

Serves as administrator of the Department's motor vehicle fleet as it relates to qualifications and training of operators and safe handling of the equipment;

Makes presentations to the public on safety programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and tools (including appropriate legislation) of a modern safety program as it relates to the functions of the department,

agency or civil division; ability to establish and administer a continuing program of safety information, training and the proper provision of necessary preventive measures; ability to analyze safety problems and formulate plans for correcting unsafe conditions and practices; ability to prepare pertinent and useful written reports and statistical data on employee accidents and safety program accomplishments; ability to deal effectively with Department employees to gain confidence and cooperation; tact; understanding; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience in planning and implementing an employee safety program; OR,
- (B) Graduation with an Associate's degree plus four (4) years experience as defined in (A) above; OR,
- (C) Six (6) years experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

REVISED: October 23, 1986

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