

## **COORDINATOR OF HEALTH AND SAFETY**

Code No. 4-08-256  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is located in a school district and is responsible for the review and coordination of local, state, and federal health and safety regulations and mandates. Duties involve promoting accident prevention, risk management, and emergency planning. The employee reports directly to, and works under the general supervision of a Custodial Supervisor or other higher level staff member. 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.)

Coordinates health and safety matters on district premises;

Stays abreast of regulatory issues and disseminates pertinent information to key employee groups or individuals;

Maintains fire systems including heat and smoke detectors, strobe lights, beam detectors, secondary phone lines annual inspections and cleaning;

Assists supervisor with planning effective actions and communications relating to intrusions, fire alarms, power outages, boiler alarms, emergency weather conditions, emergency lock downs, and other emergency crisis situations;

Notifies district administration of current and new sex offenders living in the community;

Coordinates district-wide emergency safety plans and emergency closing plans;

Coordinates driving-while-intoxicated (DWI) re-enactments with school district counselors to promote student awareness of the consequences of driving while intoxicated;

Manages a communications radio system including facilitating and preparing for annual inspections, and coordinating a maintenance agreement and upkeep and repair of radios;

Attends health and safety committee meetings and acts as secretary for the committee;

Writes reports and maintains records of health and safety activities;

Creates and maintains records of health and safety activities;

Under the direction of the supervisor, maintains Automated External Defibrillator (AED) equipment;

Assists with budgeting of security and related equipment;

Assists attendance teacher with student attendance and residency matters;

Investigates accidents and studies causes;

Develops policies pertaining to visitor safety and security;

Tours facilities, reports unsafe conditions and hazards, and recommends improvements.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of local, state, and federal laws, regulations, and mandates dealing with occupational and facility health and safety; good knowledge of risk management principles; good knowledge of fire alarm/prevention systems; ability to communicate orally and in writing; ability to develop and recommend appropriate operating plans and policies related to health and safety; ability to conduct risk management assessments; ability to detect and correct accident hazards; ability to utilize related software to perform activities such as monitoring information and promoting health and safety; ability to collect and assess statistical data; ability to establish a record keeping system; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus two (2) years paid full time or its part time equivalent experience in the development and implementation of an occupational safety program, or the enforcement of peace and order such as guard, police officer, forest ranger, or armored vehicle guard.

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

**ADOPTED:** December 5, 2013