

## **HEALTH, SAFETY, RISK MANAGEMENT SPECIALIST**

CODE NO.: 3-08-254  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for compliance with, and enforcement of, local, state, and federal health and safety regulations. Duties involve providing mandated environmental and occupational safety and health training to employees including safety measures that will help avoid or reduce injuries and workers' compensation claims. Duties also involve periodically inspecting buildings, facilities and programs to ensure employee compliance with health and safety regulations, and testing and monitoring for hazardous conditions or materials. The employee reports directly to, and works under the general supervision of a 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.)

Conducts inspections and correction consultations for required state, local and federal health and safety mandates;

Develops and provides safety and health management plans and policies;

Provides training to various employees on occupational safety and health-related topics and job-related risks;

Controls use and disposal of infectious waste material and hazardous chemicals;

Provides hazardous material and waste management services;

Writes reports, conducts inventories, and maintains records on health and safety activities;

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

Acts as a resource for administrators.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of local, state, and federal laws, regulations, and mandates dealing with environmental and occupational health and safety; good knowledge of risk management principles; working knowledge of hazardous chemicals commonly found in office or school environments; ability to communicate orally and in writing; ability to develop and recommend appropriate operating plans and policies as related to health and safety; ability to organize and conduct training on safety and health related issues and mandates; ability to conduct risk management assessments; 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, EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Health Science, Chemistry, Engineering, Environmental Science, Occupational Health, Industrial Hygiene, Environmental, Health and Safety Management, or a closely related field plus one (1) year paid full-time or its part-time equivalent professional\* experience in environmental or occupational health and safety

training and inspections; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*Professional experience for the purposes of these minimum qualifications does not include maintenance, clerical, secretarial, reception or similar duties.

**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.

**Formerly:** Health, Safety, Risk Management Coordinator  
**ADOPTED:** September 6, 2001  
**REVISED:** March 6, 2008  
**REVISED:** May 5, 2016