

HEALTH AND SAFETY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work of a complex nature which involves program administration, coordination and application of federal, state and local regulatory requirements regarding health and safety standards for schools. This program is offered by the Board of Cooperative Educational Services (BOCES) to all public schools in the county. Supervision is given to a small technical and clerical staff. Work is performed under the general supervision of a BOCES administrator with wide leeway allowed for independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Designs and oversees the implementation of training programs for the schools in all applicable health and safety regulations;
Provides management consulting services to districts on safety and health regulations;
Reviews applicable regulations and provides subordinate staff with updates and interpretations;
Performs health and safety investigations of a complex nature including statistical analysis and epidemiology and environmental studies;
Prepares written reports and proposals to district management;
Acts as liaison with county, state and federal regulatory agencies and attends meetings as required;
Oversees accident investigations and analysis by technicians;
Prepares the annual budget and monitors the spending and income of the department;
Serves as laboratory director for radon testing;
Supervises and maintains MSDS (Material Safety Data Sheets) computer system;
Serves as Chief of the Rockland County Schools Hazardous Materials Response Team.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of statutory and regulatory requirements relating to health and safety in schools; good knowledge of toxic substances and their potentially adverse effects; ability to read and interpret federal, state and local laws, rules and regulations regarding occupational health and safety; ability to make inspections, analyze findings and determine corrective action; ability to communicate effectively, both orally and in writing; ability to train and supervise the work of others; ability to maintain effective working relationships; computer literacy.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Occupational Safety and Health, Environmental Science or a related field and four (4) years of professional safety experience*, one (1) year of which involved supervision or program management as a regular aspect of the work.

NOTE: A Master's degree in Occupational Safety and Health, Environmental Science or a related field may be substituted for one (1) year of the general work experience above.

PROMOTION: One (1) year of permanent competitive class status as a Senior Health and Safety Technician.

*This experience must have included professional safety work at least 50% of the time, and must have involved the use of analysis, design, investigation, planning and communication to optimally control or reduce the hazards and exposures that would be detrimental to people, property and environment.