

## **SENIOR HEALTH AND SAFETY TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work of a moderately complex nature which involves assisting in the administration, coordination and application of federal, state and local regulatory requirements regarding health and safety standards applicable to schools. The incumbent of this position is the liaison between the Health and Safety Coordinator or school administrator responsible for health and safety standards, and the Health and Safety Technicians or contractors who do the majority of the field testing and inspections. The work is performed under the general supervision of the Health and Safety Coordinator or other school administrator and work direction and problem-solving as well as hands-on assistance are provided to the technicians as needed. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the daily work activities of the technicians and/or contractors;  
Assures that policies and procedures are followed in accordance with established federal and state laws and regulations, guidelines and procedures;  
Provides figures of department expenses and needs for budget purposes;  
Provides input regarding the addition, modification or deletion of program policies/procedures as may be required;  
Will assist in the more difficult or "problem" testing/sampling done by the technicians;  
Presents "train the trainer" programs for new or revised regulations, procedures, etc.;  
Performs, as needed, the more complex inspections as may be required by ergonomics or industrial hygiene problems such as illness outbreak, biomechanical issues, lighting, repetitive motion jobs, etc.;  
Maintains the requirements to ensure federal and state certification to do radon testing;  
Prepares reports and other paperwork as required;  
Attends seminars and meetings including continuing education;  
May work with community and emergency responders on school district safety and security;  
May maintain emergency management and crisis management plans.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good 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 maintain effective working relationships; ability to work independently; computer literacy; ability to provide work direction to subordinates as needed.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in Occupational Safety and Health, Environmental Science or a related field plus two (2) years of work experience which included responsibility for the enforcement of safety standards and procedures or the evaluation of the effectiveness of safety devices, protective equipment and/or safety programs in order to optimally control or reduce hazards and exposures that would be detrimental to people, property and environment; or
2. An Associate's degree in Occupational Safety and Health, Environmental Science or a related field and four (4) years of the above experience.

**PROMOTION:** Two (2) years of permanent competitive class status as a Health and Safety Technician.