

SAFETY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position in the Office of Risk Management responsible for assisting in the planning, organizing and enforcing of a safety program for Dutchess County. The incumbent will be assisting in the development of and will be conducting regular training sessions to support the County's safety program. In addition, this position performs inspections of facilities, equipment, operational activities and employee work habits for safety purposes. Besides conducting regular inspections, this employee must respond to safety emergencies by investigating accidents and complaints and recommending corrective actions. The position also assists in all activities covered by the office, such as responding to questions on the workers compensation plan and health insurance. Work is performed under the general supervision of the Assistant Director of Risk Management. Supervision over the work of others is not a function of the position. Travel in the course of a workday to training and inspection sites is required.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Inspects County owned and leased facilities and equipment, noting safety violations and hazards;
2. Conducts workplace violence investigations, completes reports and provides recommendations for corrective action or referral to appropriate staff;
3. Prepares written report on all inspection findings, including all violations of standards with appropriate recommendations and requirements for supervisor and department head review;
4. Reviews departmental operational activities and employee work habits for safety purposes and recommends procedural modifications to ensure compliance with safety regulations;
5. Assists in the determination of training programs to be offered, either in response to new mandates or based on a review of statistical and accident reports to determine areas of need;
6. Develops training program outline, including selection and or development of course materials; involves review and summary of available materials or contact with equipment manufacturers to obtain appropriate safety specs;
7. Conducts employee safety training programs as required;
8. Investigates reports of unsafe conditions, recommends immediate corrective action when necessary and follows through until violation is corrected;
9. Assists with the interpretation of OSHA, PESH and other safety standards and advises employees on interpretation and application of said standards;
10. Works with inspection staff from outside regulatory agencies, i.e. NYS Department of Labor, in the investigation of reports of potentially unsafe conditions;
11. Prepares and maintains a variety of correspondence and documentation, including incident reports, official responses to safety citations, training records and SDS (Safety Data Sheets);
12. Reviews injury/illness claims for state reporting requirements (SH900) and statistical information and recommends preventive measures against future claims;
13. Assists in the general operations of the Office of Risk Management, including office coverage and responding to employee/retiree questions regarding benefits, workers compensation, and safety.

SAFETY SPECIALIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Federal, State, OSHA, PESH and other applicable safety laws, rules, and regulations necessary to conduct inspections and investigations of facilities, equipment and operational activities, recognize violations or potentially unsafe conditions and recommend appropriate corrective action;
- Knowledge of laws, rules and regulations necessary to teach a variety of classes and workshops in occupational safety and health;
- Knowledge of training procedures in order to develop curriculums for a variety of safety topics which accurately and effectively cover the material which needs to be presented;
- Knowledge of composition and English mechanics necessary to develop correspondence, reports, and training materials and respond to legal citations;
- Knowledge of software packages for word processing to produce a variety of reports and correspondence and for spreadsheets and database management to track information and compile basic statistics;
- Knowledge of regulations and procedures related to benefits and workers compensation in order to respond to routine questions and process paperwork;
- Ability to conduct training sessions in an informative and interesting manner while maintaining control of the session;
- Ability to acquire substantial subject matter knowledge of specialized rules and regulations in order to function as technical expert to teach others and to interpret regulations;
- Ability to gather, compile and evaluate information and records related to safety, prepare reports and make recommendations concerning needed training and changes in procedures to correct safety hazards;
- Ability to interact with a variety of people for the purpose of exchanging information concerning programs;
- Ability to read and understand rules and regulations and interpret them in response to questions from employees;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) An Associate's degree* (or higher) in Occupational Safety, Occupational Safety and Health, Industrial Safety, or a closely related field;

- OR: (B) Two (2) years of paid work experience involving developing, administering, monitoring or enforcing an occupational safety program**.

***NOTE:** Your degree or college credit 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.

SAFETY SPECIALIST (Cont'd)

****NOTE:** The occupational safety program duties must have been the primary responsibilities of the position; safety procedures performed in the completion of one's primary duties of construction, maintenance, etc. do not qualify.

SPECIAL REQUIREMENT:

1. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.
2. Employee may be required to complete and maintain certification requirements in various areas of occupational safety and health as defined by the employer.

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ADOPTED: 01/01/99

REVISED: 08/22/13 06/26/14 7/12/2019 12/17/2019