

SAFETY AIDE

DISTINGUISHING FEATURES OF THE CLASS:

This is a specialized position combining clerical and technical skills to develop and maintain a series of computerized safety records programs for an agency, department or school district. The work is carried out in accordance with existing governmental and other applicable regulations which concern the safety of employees and the general public as relating to the physical environment. To comply with some of these regulations, the incumbent may be required during the course of employment to complete certification requirements for New York State Basic Code Enforcement, Asbestos Handler Supervisor, HAZMAT 24 hour E.R.T., etc. The work is performed under the general supervision of a higher level administrative employee. Supervision over the work of others is not a function of this position.

TYPICAL WORK ACTIVITIES:

1. Inspects facilities, equipment, operational activities and employee work habits for safety purposes;
2. Reports all violations of standards to the appropriate supervisor and advises appropriate corrective actions to be taken;
3. Reviews and/or investigates incidents and reports findings and recommendations to the agency Safety Committee or appropriate administrative employee;
4. Monitors emergency disaster preparedness training program and drills for the department;
5. Responsible for radon and asbestos monitoring and reporting for agency;
6. Develops and maintains procedures for chemical hygiene at facility;
7. May be responsible for HAZMAT (chemical and hazardous material) detection, reporting and monitoring;
8. May schedule staff for safety training sessions such as defensive driving courses and maintains records of safety courses attended by staff;
9. Conducts safety orientation sessions for staff;
10. Maintains records and prepares reports as required;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of micro computer operation and software; working knowledge of the principles and practices of operating a safety program; working knowledge of O.S.H.A. and other safety laws, rules, and regulations; working knowledge of departmental rules and regulations; ability to adapt established records to standard personal computer software packages; ability to conduct inspections and investigate incidents; ability to read, understand and institute state and federal mandates for safety and health related programs pertaining to the workplace and/or school district; ability to communicate effectively both orally and in writing; ability to maintain effective working relationships; ability to work independently; organizational ability; physical condition commensurate with the demands of the position.

SAFETY AIDE (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of two (2) years of education at a regionally accredited or New York State registered college, which included or is supplemented by a course in electronic data processing **and** (2) years of office work experience relating to building safety or risk management which included the use of electronic data processing equipment in recording safety or building maintenance data;
- OR: (B) Graduation from high school or possession of an equivalency diploma **and** four years of work experience as described in (A);
- OR: (C) Graduation from high school or possession of an equivalency diploma and four (4) years of secretarial or administrative work which included database management;
- OR: (D) An equivalent combination of training and work experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Possession of a valid driver's license.

PS5303

ADOPTED: 12/01/92

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