

## **SAFETY OFFICER (PT)**

**JOB CODE:** 3070  
**DEPARTMENT:** Tioga County Law Department  
**CLASSIFICATION:** Non-Competitive  
**SALARY GRADE:** Non-Union  
**ADOPTED:** 1/2006; Revised 04/2006, 11/2018, 07/2019 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical work involving planning, developing, implementing and monitoring comprehensive safety and training programs, which includes departmental standards for the protection of employees, and the public use of County-owned properties and facilities. The Safety Officer ensures that all employees complete the required pre-employment and/or safety training. The incumbent also acts as a resource person in the inspection of facilities, work sites and work practices to ensure compliance with PESH & OSHA standards and other applicable State/Federal safety regulations and insurance requirements. The work is performed under the general supervision of a higher level administrator with leeway allowed for independent judgment and enforcement of State and Federal regulations as well and County Policy. The County Attorney, Commissioner of Public Works and Personnel Officer shall all participate in recruiting for this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Develops and maintains policies and procedures to ensure compliance with PESH, OSHA, and any other requirements and to ensure that employees are aware of current regulations;
- Ensures compliance with all mandated employee training, recordkeeping and reporting, prepares for and accompanies inspectors from regulatory agencies and insurance companies;
- Investigates all County safety incidents and determines whether corrective action is needed to prevent recurrence; reports findings to the Loss Control Committee; monitors corrective action program in this regard;
- Responsible for designing instructional materials and providing or arranging for training of employees in order to comply with all requirements;
- Develops and communicates safety plans, including those connected with emergency preparedness and conducts drills as appropriate;
- Makes regular, routine inspections of facilities/job sites to determine if any potentially hazardous conditions or work practices exist;
- Establishes and maintains a central file system, which includes departmental reports of identified hazards and progress toward corrective action, a list of hazardous chemicals (Material Safety Data Sheets) used by the various departments, loss control information and reports and other information as appropriate to capture loss statistics for use in program development;
- Coordinates and oversees the Commercial Driver Licenses (CDL) Drug & Alcohol testing program for various municipalities throughout Tioga County;
- Maintains and updates registration of County employee names in the License Event Notification Service (LENS) and issues necessary correspondence;
- Conducts full-evacuation fire drills at least once a year at each County-owned property, and evaluates evacuation procedures in place;
- Reviews legislation, rules and regulations (including but not limited to: NFPA, OSHA, FAA, VCAHO, NEC, LS101, ESC, NESC, NYSDOL, DOT, CDL, EPA, DEC, and AHERA) affecting safety and health standards that govern public and employee safety and facility protection, and advises on the need for modifications to meet jurisdiction standards;
- Provides advice and counsel to various departments, divisions, and the Loss Control Committee regarding individual safety programs, including but not limited to ergonomics, hearing conservation, personal protective equipment;
- Provides technical advice, i.e. provides answers to loss control, safety, fire prevention and loss prevention questions;

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- Researches availability of and applies for grants for safety-related projects.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, and PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of safety plans and programs as they relate to County operations; good knowledge of pertinent sections of the OSHA standards and regulations and other regulatory agencies as applicable as well as pertinent rules and regulations of New York State departments; working knowledge of loss control methods of primary risk exposures; working knowledge of Microsoft Office; ability to coordinate and administer a continuing program of safety information and training; ability to conduct investigations, analyze findings, recommend and implement corrective action(s); ability to establish and maintain a record keeping system for safety control; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with groups and individuals; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Engineering, Industrial Safety, Industrial Hygiene and Environmental Technology or closely related field and one (1) year of full-time experience managing or administering the occupational safety and health programs in a public or private organization: **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Industrial Safety or related field and three (3) years full-time experience as outlined in a) above; **OR**
- c) Graduation from High School or possession of a GED and five (5) years full-time experience as outlined in a) above; **OR**
- d) An equivalent combination of training and experience as set by the limits of a), b) and c) above.

**Special Requirement:** Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business, in a timely and efficient manner.