

## **EMPLOYEE HEALTH & SAFETY COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The incumbent shall have the responsibility for planning, implementing and enforcing a comprehensive safety program, including developing standards for the protection of employees and the public use of municipal-owned properties and facilities for which they are responsible. The incumbent also inspects facilities, the work and/or use processes and for the identification of hazardous and potentially hazardous conditions and in the elimination of such conditions.. The work is performed under the administrative direction of the City Manager with leeway allowed for the use of independent judgment for carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Drafts, implements and conducts safety policies and programs applicable to departmental functions including equipment and facilities used;

Chairs City Safety Committee to promote safety, develop safety training programs, presentations and materials, to determine appropriate training resources based on specific safety concerns or hazards, and to insure full compliance with New York State and City of Auburn requirements;

Meets with department heads and municipal officials with regard to departmental safety policies and procedures and training;

Recommends, drafts, modifies, updates and implements departmental safety policies and procedures to meet OSHA, PESH and DOT standards;

Recommends corrective action for violations of safety policies and procedures;

Coordinates and/or conducts work area assessments, surveys and program evaluations to determine the presence of hazardous conditions, e.g. noise exposure, chemical exposure, air quality issues, light levels, confined space, ventilation, etc.; Evaluates city buildings and equipment for insurance and risk control purposes;

Identifies conditions that pose potential problems for the City, and recommends corrective actions;

Performs work place inspections and works with supervisory personnel to insure ongoing compliance with health and safety programs and regulations;

Investigates and documents work-related accidents, including interviewing employees involved, to provide root cause analysis and trend analysis. Chairs the Accident Review Committee;

Works with City's Comp Carrier and Insurance Co. for Risk and Compliance regarding workers' compensation program to determine areas for increased training, with emphasis on accident prevention; provides statistical and data on workers' compensation injuries;

Assists with specifications for safety equipment purchases, bids, and makes recommendations regarding purchase of appropriate safety equipment.

Maintains current knowledge of all applicable OSHA, PESH and DOT standards and administrative practices and stays current with developments in the field of health and safety;

Oversees City Public Access Automatic External Defibrillator (AED) program.

Coordinates training and compliance of City staff related to Federal ICS/NIMS requirements.

Attends conferences and/or training seminars, as directed;

Maintains complete and accurate records as required; prepares reports, charts and graphs, as needed; performs a variety of related activities as required.

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

Good knowledge of the principles and practices of safety plans and programs as would relate to city operations;

Good knowledge OSHA, PESH, DOL, DOT, DOH and other various guidelines and standards related to city operations and workplace safety, must be certified and experienced in utilizing the NIMS/ICS system, must have the ability to develop and deliver effective educational programs to employees, must have the ability to effectively interact and communicate with all members of the city workforce, the public and allied agencies in a firm yet courteous manner; and must be able to maintain confidentiality.

Ability to make investigations, analyze findings and implement with corrective action;

Ability to understand and interpret complex oral instructions and/or written directions;

Ability to establish and maintain a record system for safety control;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively both orally and in writing;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree.
- (b) 2 years' Experience in emergency management/response, NIMS/ICS, developing Standard Operating Guidelines and work rules, applying OSHA, PESH, DOT, DOH, and DOL standards, conducting workplace hazard assessments, working with Workers Compensation and Liability Insurance carriers and loss prevention specialists, conducting and analyzing recommended emergency and disaster drills, and conducting workplace accident investigations
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**Special Requirements:**

Possession of a valid New York State driver's license is required. Failure to maintain a NYS driver's license including driving privileges throughout employment will result in disciplinary action or dismissal.

Adopted 7/1/2014

Competitive