

DEPARTMENT: NIAGARA COUNTY
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 4, 2013

SAFETY AND TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordinating, developing, implementing, and monitoring comprehensive safety and training programs for county employees. The incumbent performs safety inspections, accident investigations, makes recommendations for corrective action, and oversees safety training programs. The work is performed in accordance with workplace safety laws and regulations and with general policies established by the Director of Risk and Insurance Services with wide leeway allowed for the employee in the scheduling and performance of the work. General supervision may be exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs compliance inspections of work areas (buildings and inspection sites) on a periodic basis to identify and measure conditions that pose a significant risk of accidental injury to employees;
2. Inspects equipment, tools, machinery and supplies to ensure that they meet safety requirements and quality standards;
3. Makes recommendations to department heads for the reduction or elimination of risks to personnel and public;
4. Collaborates with departments to formulate safety policies and assist with compliance plans;
5. Conducts post-workplace accident investigations, when necessary, and reviews accident reports;
6. Collaborates with Third Party Administrators to maintain a system for reporting and investigating accidents and other data associated with the safety program;
7. Reviews and investigates Workplace Violence reports for, or in conjunction with, the Director;
8. Serves in a leadership capacity on the Safety Committee;
9. Develops and oversees safety training programs for county employees and conducts safety orientation sessions for employees;
10. May provide guidance with respect to safety training programs to municipalities covered by the Mutual Self Insurance Plan (MUSIP);
11. Maintains records and compiles necessary reports related to workplace safety programs and training.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of Federal, State and Local Laws, rules, regulations and policies pertaining to workplace safety; good knowledge of the principles and practices of safety plans and programs as they relate to county operations; working knowledge of loss control methods of primary risk exposures; ability to conduct investigations, identify safety problems, analyze findings, and recommend and implement corrective action; ability to proactively instruct employees in safety precautions and procedures; ability to understand and interpret complex written material; ability to establish effective working relationships with groups and individuals; ability to prepare narrative and statistical reports; ability to express oneself clearly and concisely both orally and in writing; ability to teach, perform presentations, and provide instruction to a group; ability to develop and maintain a record keeping system; sound professional judgment; initiative; alertness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors Degree in Industrial Safety, Public Administration, Organizational Development and Leadership, Education, Human Resources, Business Administration, or a closely related field with similar course curriculum and two (2) years of satisfactory experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety; **OR**
2. 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 in Industrial Safety, Public Administration, Organizational Development and Leadership, Education, Human Resources, Business Administration, or a closely related field with similar course curriculum and four (4) years of satisfactory experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety; **OR**
3. Six (6) years of satisfactory experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated towards meeting the experience requirement and must be verified in writing on official organization letterhead.