

PERSONNEL & SAFETY TRAINER

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves the administration, evaluation, and improvement of training programs required for occupational health management. The incumbent is also responsible for development, scheduling and tracking of confidential drug and alcohol testing matters for County departments and Consortium members. The work is performed under general supervision with considerable leeway permitted for the exercise of independent judgement in developing effective means to accomplish program directives. A Personnel and Safety Trainer does related work as required.

TYPICAL WORK ACTIVITIES:

- Processes training records, or requests missing information or corrective action to assure trainings established by Federal, State and/or local law are in conformance with standards;
- Has responsibility for the maintenance, compilation and storage of employee training files;
- Arranges and/or conducts safe work procedure training programs as directed;
- Organizes and schedules all annual hearing tests;
- Administers and coordinates the mandatory Drug and Alcohol Testing program consisting of the county and its consortium members including towns, villages and other municipalities;
- Coordinates all confidential drug test scheduling, report filing, customer billing and Substance Abuse Professional referrals;
- Keeps abreast of changes in PESH, Federal CDL Drug testing regulations and OSHA rules and regulations;
- Receives and reviews for completeness all accident/incident reports;
- Creates, conducts or coordinates training programs or initiatives deemed necessary to create a culture of safety;
- Compiles and prepares a wide variety of monthly and annual reports related to health and safety, workers compensation, accident/incidents and Drug and Alcohol Testing;
- May utilize data processing and word processing equipment to record information and produce correspondence, memoranda and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of training procedures; skill in operation of a personal computer and utilizing common office software programs including word processing, presentation, spreadsheet and databases; skill in communicating effectively both orally and in writing; ability to schedule, coordinate and present training material; ability to maintain confidentiality in personnel, collective bargaining, drug testing, and other matters requiring such; ability to analyze and organize complex data and to prepare records and reports concisely; ability to develop effective working relationships and deal diplomatically with the public, coworkers and other work contacts; ability to readily acquire a familiarity with an agency's programs, goals, objectives, and operations; initiative; resourcefulness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of an associate degree and two (2) years of experience which included Occupational Safety and Health programming, staff development training or training in a closely related field and/or required the completion of an OSHA 10 hour course;

OR

- B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience which included Occupational Safety and Health programming, staff development training or training in a closely related field and/or required the completion of an OSHA 10 hour course.

NOTE: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possess and maintain an appropriate class driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 8/1/17

Revised: 8/5/22