

SAFETY AND TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This class is responsible for the performance of a variety of functions related to the administration of safety and training programs including, but not limited to, being point-of-contact for OSHA, PESH and other safety and health regulatory and advisory organizations. The incumbent will make visits to various departments and work locations to ensure that safety standards are followed and enforced. Additionally, the incumbent will provide instruction and training orientation and programs in order to achieve a greater awareness of safety policy and procedures. The work is performed under the general direction of a higher-level administrator with leeway for use of independent judgment. Oversight of duties may be exercised over support personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Trains managers and supervisors within departments on the comprehensive safety and health processes, the role of compliance, occupational safety and health within the organization; the identification and control of workplace hazards, the appropriate use of safety and health tools and techniques and the effective management of safety behavior;
- Executes safety and compliance program priorities;
- Develops and designs internal methods to monitor and evaluate the safety quality of staff and services;
- Identifies, develops and coordinates appropriate training programs to increase proficiency in safe practices, promote safety consciousness and reduce risks;
- Administers mandatory statewide occupational safety program, applying uniform standards, rules and regulations;
- Interprets OSHA standards, regulations and laws, advises department staff of changes to ensure uniform application;
- Completes required PESH, OSHA, and/or Department of Labor reporting documents;
- Serves as an advisor to elected officials and higher-level leadership on the management of safety- and health-related processes;
- Initiates corrective action on failures to alleviate serious occupational safety hazards or violate provisions of the Workers and Community Right-to-Know Act;
- Provides training to employees on compliance and safety requirements and programs like Right to Know, Sexual Harassment, Workplace Violence and others deemed mandatory by Federal or State agencies and the City of Albany;
- Seeks new safety and health developments and identifies new safety and health laws and regulations and communicates those applicable;
- Maintains proficiency in the traditional tools and techniques for injury prevention and advises managers and supervisors on their use and on the laws, regulations and best practices that drive their use;
- Conducts analysis of accidents, their causes and other hazards to health and safety of employees by interviewing injured workers, analyzing data for trends, and other means, and recommends corrective or preventive measures where indicated;

- Audits the safety and health process within departments to identify successes and areas for improvement and reports findings and recommendations to the appropriate officials;
- Serves as the technical expert to management and supervision during the investigation of complex loss incidents (personal injury, property damage accident, fires, toxic material releases, etc.);
- Collects and maintains records of safety and health performance (occupational injuries and illnesses) for the City and reports data periodically to higher-level leadership, elected officials and to the workforce utilizing newsletters, City Intranet, data charts or similar effective methods;
- Advises and supports in the continuous improvement process for compliance, safety and health;
- Identifies risks and assess vulnerability of buildings;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the OSHA Safety and Health Program Management Guidelines and similar process management approaches with the ability to explain, teach, and facilitate implementation;
- Thorough knowledge of OSHA regulations applicable to City operations;
- Thorough knowledge of the tools and techniques of safety and health;
- Thorough knowledge of computers and similar resources and programs used to identify, collect and communicate essential safety and health information;
- Thorough knowledge of the concepts of performance management sufficient to allow the training and coaching of others on the tools and techniques of behavioral safety;
- Good knowledge of effective business principles and practices to allow integration of the safety and health process into City operations;
- Ability to communicate effectively both verbally and in writing to all levels of government and to the public;
- Ability to prepare and deliver all manner of safety and health course material and to train and advise others on the effective delivery of safety and health training;
- Ability to develop and maintain effective working relationships with elected officials, managers, supervisors and employees;
- Ability to identify and pursue critical, safety-sensitive issues to a successful conclusion with a high probability of long-term success;
- Dependability sufficient to ensure that assigned tasks are completed successfully and that new opportunities for safety and health success are pursued;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's

Degree (or higher) and three (3) years full-time experience, or its part-time equivalent, managing or administering the occupational safety and health process in a public or private organization with at least 50 employees having a variety of risks;

OR

- B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (5) years of experience as; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (7) years of experience as described in (A) above; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

NOTE: Current certification in the field of occupational safety and health by a nationally accredited board of certification as a Certified Safety Professional (CSP) OR Certified Industrial Hygienist (CIH) may be substituted for three years' experience as noted in (A) above.

SPECIAL REQUIREMENT

A valid New York State driver's license is required at the time of appointment and for the duration of employment.