

## SENIOR SAFETY TECHNICIAN (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This work involves arranging and conducting various Safety Training Programs, Drills and Inspections for BOCES and assigned school districts. The incumbent makes recommendations to school officials and safety committees regarding safety and health issues. Duties are performed under general supervision allowing for the exercise of independent judgment in carrying out the duties of the position. This position does not supervise other employees, but may act as a team leader in a work group. This class differs from that of a Safety Technician in that it involves a wider scope of responsibility and a greater independence in judgment is permitted. A Senior Safety Technician does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists in developing and training BOCES and/or other school district personnel in safety related programs such as respiratory protection, confined space entry, etc;
- Conducts periodic safety inspections of fire extinguishers, automatic external defibrillators (AEDs), and performs periodic visual inspections to identify potential safety hazards;
- Conducts annual fire inspections and structural inspections to identify potential safety hazards as requested by component school districts;
- Trains school district personnel in hazard communications and the reading and use of material safety data sheets (MSDS);
- Responsible for preparation and maintenance of a chemical inventory and the related MSDS for various school districts;
- Keeps records of personnel who complete requirements of training seminars;
- Assists in compiling and preparing materials necessary to conduct safety related training sessions;
- Plans, prepares and conducts emergency preparedness drills for BOCES occupational centers and component districts as requested;
- May perform duties and responsibilities of the position using an electronic data processing system.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles of occupational safety and health; thorough knowledge of Federal OSHA, New York State Department of Labor Safety and Health Regulations, Right-to-know Law and Fire Protection Code; ability to conduct personnel training sessions; ability to communicate effectively both orally and in writing; ability to prepare narrative and tabular reports; attention to detail; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A) Possession of an associate degree and three (3) years of experience in Occupational Safety and Health Programming;

OR

B) Five (5) years of experience as described in A).

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.

## CATTARAUGUS COUNTY CIVIL SERVICE

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