

## **COORDINATOR, SAFETY, COMPLIANCE AND FIRE SERVICES\*\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily professional and technical work of a complex nature involving responsibility for developing and implementing programs and policies in order to ensure compliance with workplace health and safety regulations, including those pertaining to the prevention of fire hazards. The work is performed under the general direction of the Director of Fire and Emergency Services and in accordance with guidance from administrators in the Department of Insurance and the Department of General Services. Guidance may be provided to others, as necessary, in order to ensure practices within County departments that facilitate compliance with workplace safety procedures and standards. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates all safety and health programs required by New York State Federal and local laws and regulations;

Inspects all County properties for fire and safety hazards and workplace safety violations and meets with department heads and others in order to develop approaches to eliminate and prevent same;

Reviews workplace procedures and policies and observes workplace activities in order to ensure compliance with safety standards and reports any incidents of noncompliance to department heads;

Coordinates ongoing safety training programs for all County employees and ensures that each department has an adequate safety orientation program for new employees;

Completes a variety of reports regarding safety and Workers' Compensation, as appropriate;

Reviews all construction drawings and site plans in order to identify potential workplace safety problems;

Reviews the safety plans of outside contractors and vendors, inspects their worksites, and enforces compliance standards;

Recommends changes to the County's workplace safety and risk management policies in order to ensure compliance with all New York State, federal and local laws relating to safety and health;

Oversees the County's hazard communication program and monitors departmental compliance with such program;

Maintains an inventory of chemical hazards in the County;

Attends and provides technical information at meetings of the County safety committee and represents the County at other meetings as assigned;

Reviews current departmental activities in order to identify workplace safety problems and develop approaches to loss control;

Collects data related to the frequency and severity of workplace safety-related loss and risk, and prepares reports;

Reviews the County's annual budget and provides information to department heads regarding equipment and other resources needed to ensure compliance with workplace safety regulations and policies;

Develops policies and procedures for all aspects of loss control and risk management.

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

Thorough knowledge of Federal, New York State and local occupational safety laws as they apply to workplace safety risks and hazards; ability to identify workplace hazards including those related to fire safety and develop a comprehensive program of loss prevention for the County; ability to coordinate workplace safety training programs; ability to prepare reports; ability to communicate effectively, both orally and in writing; ability to understand and interpret written material including policies and regulations; ability to review construction drawings and safety plans in order to identify potential workplace safety problems\*; ability to establish cooperative relationships with others.

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree in Public Safety, Occupational Safety or comparable curriculum and two (2) years of supervisory, administrative or enforcement experience in a large-scale occupational health and/or safety program; or
2. A Bachelor's degree and three (3) years of supervisory, administrative or enforcement experience in a large-scale occupational health and/or safety program; or
3. An Associate's degree and five (5) years of supervisory, administrative or enforcement experience in a large-scale occupational health and/or safety program; or
4. Graduation from high school or possession of an equivalency diploma and seven (7) years of supervisory, administrative or enforcement experience in a large-scale occupational health and/or safety program.

**SPECIAL REQUIREMENT:** Within three (3) years from date of hire, must obtain New York State Certification for Enforcement of New York State Fire Prevention and Building Codes.

\*To be demonstrated during the probationary period.

\*\*This reflects a retitling of Coordinator, Safety and Compliance.