

## **SAFETY MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of a complex nature which involves responsibility for the planning and implementation of a comprehensive safety program designed to prevent, reduce or eliminate occupational injuries, illnesses, deaths and financial losses. The work includes overseeing compliance with appropriate state and federal laws relating to safety, coordinating safety training programs throughout all departments, and inspection of facilities and properties for safety hazards. The work is performed under the general supervision of the head of the agency and/or a higher-level administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Recommends standards for a municipal safety program to include objectives, policies and procedures for identifying, controlling and reporting hazardous conditions and practices;  
Develops and implements safety policies and procedures to ensure compliance with local, state and federal regulations;  
Conducts regular safety inspections of facilities, equipment and infrastructure to identify potential hazards and recommends corrective actions;  
Analyzes on the job accidents to determine if there is a pattern and issues corrective action;  
Stays updated on industry best practices, new regulations and emerging safety trends and incorporates them into safety programs and procedures;  
Provides guidance and support to departments in developing and implementing safety initiatives;  
Serves as a point of contact for safety-related concerns and inquiries from employees, residents and regulatory agencies;  
Collaborates with officials and community organizations to promote safety awareness and engagement within the agency;  
Coordinates and conducts safety training programs throughout all departments, and trains employees to promote awareness and adherence to safety protocols;  
Collaborates with local law enforcement, fire departments and emergency response teams to develop emergency response plans and coordinates response efforts during emergencies or natural disasters;  
Develops and produces training materials, manuals and other relevant handouts to support effective training and information sharing;  
Investigates and/or aids in investigating claims, accidents, incidents and lawsuits against the agency and implements preventative measures;  
Updates and maintains the agency's safety policies;  
Organizes and/or chairs meetings of the agency's safety committee;  
Retains records of incidents, accidents and activities as required by state, federal and local agencies;  
Reviews the safety plans of contractors and vendors, inspects worksites and enforces compliance standards.

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

Thorough knowledge of the principles and practices of safety management, particularly as it relates to a municipality; good knowledge of state and federally-mandated safety standards and regulations; ability to coordinate and administer a continuing program of safety information and training; ability to make investigations, analyze findings and implement corrective action; ability to establish and maintain a system for safety control; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with groups and individuals.

(over)

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in Occupational Safety and Health, Industrial Safety, Safety Management or comparable curriculum and two (2) years of professional safety experience\*, one (1) year of which involved supervision or program management as a regular aspect of the work; or
2. A Bachelor's degree or higher and three (3) years of professional safety experience\*, one (1) year of which involved supervision or program management as a regular aspect of the work; or
3. An Associate's degree that included or was supplemented by fifteen (15) credits in the fields of Occupational Safety and Health, Industrial Safety, Safety Management or comparable curriculum and four (4) years of professional safety experience\*, one (1) year of which involved supervision or program management as a regular aspect of the work; or
4. An Associate's degree and five (5) years of professional safety experience\*, one (1) year of which involved supervision or program management as a regular aspect of the work.

**SPECIAL REQUIREMENT:** Possession of a valid driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.

\*This experience must have included professional safety work at least 50% of the time, and must have involved the use of analysis, design, investigation, planning and communication to optimally control or reduce the hazards and exposures that would be detrimental to people, property and environment.

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Competitive

11.01.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.