

SAFETY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the School Health & Safety Coordinator, an incumbent of this class assists in the administration and coordination of health, safety and emergency planning programs for participating school districts. The incumbent assists in and conducts workshops and training programs designed to assist the component school districts in maintaining compliance with safety, health and emergency procedure laws and regulations. Incumbents perform building inspections and coordinate toxic substance training with appropriate school personnel. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists the School Health & Safety Coordinator in helping participating school districts to implement changes and programs to document with health and safety laws and regulations and emergency planning procedures; Conducts workshops, drills and other similar activities in order to keep participating school districts current with changes in laws and regulations concerning health and safety issues and multi-hazard approach to emergencies and Homeland Security issues; Performs building inspections to assess possible risks of exposure to potential hazards in the schools; Assists participating school districts in collecting all pertinent information from manufacturers and other agencies concerning toxic substances and available resources during emergency situations; Assists participating school districts in researching and summarizing regulations and laws in the areas of health and safety and in writing plans and protocols to address health and safety concerns; Provides and/or coordinates training and information programs in conjunction with emergency response agencies for school personnel, parents and community groups; Documents compliance with laws and regulations pertaining to health, safety and emergency planning; Assists the Safety Coordinator in completing health and safety reports, as needed; Uses computer applications such as spreadsheet, word processing, email, calendar and database software in the performance of the job

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of statutory and regulatory requirements relating to health, safety and emergency planning in schools; Good knowledge of toxic substances and their potential adverse effects; Good knowledge of multi-hazard approach to emergencies and Homeland Security issues; Ability to make inspections, analyze findings and determine corrective action; Ability to communicate effectively both orally and in writing, Ability to effectively use computer application software; Ability to maintain effective working relationships; Ability to work independently, initiative, tact, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or NYS Registered College with a Associate's degree in Health Science, Earth Science, Emergency Management, Chemistry, Engineering, Environmental Science, or related field, OR
- B) Two (2) years of paid full time or its part-time equivalent experience in occupational safety & health programming, emergency management, engineering, industrial hygiene or related experience, OR,
- C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT

Appropriate valid New York State driver's license is required at time of appointment and maintained during employment.

Adopted 11/18/2020

Reviewed 1/25/21