

PUBLIC WORKS SAFETY AND TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Supervises, coordinates and conducts the Delaware County Public Works Department's safety and training program. The incumbent personally conducts some training and arranges for other training. The work is performed under the general supervision of the Motor Equipment Maintenance Supervisor. The incumbent works closely with other department administrative and supervisory personnel in developing and implementing a safety and training program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Instructs/assists employees in preparing for the written test for a Commercial Driver's License (CDL) learner's permit; Instructs/assists employees in gaining necessary knowledge and skills to pass the road test to obtain a CDL; Instructs and evaluates employees in the safe operation of trucks and other vehicles and equipment; Instructs and evaluates employees in the routine maintenance and care of trucks and other vehicles and equipment; Instructs employees in general safe working practices; Reviews operating procedures to determine if safety problems/issues exist, including making field visits; Makes recommendations to supervisory personnel regarding safety issues; Develops and oversees the implementation of a comprehensive safety program for the Public Works Department including but not limited to developing safety policies and procedures, obtaining and maintaining instructional materials related to safety training such as videos, books, literature, etc., coordinating and arranging for training sessions conducted by other staff members or individuals from outside agencies, keeps abreast of federal, state and local laws, rules and regulations applicable to safety such as OSHA and Labor Department regulations, etc.; Investigates accidents and prepares reports regarding same; Prepares and maintains a variety of training and safety records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation and maintenance of large trucks and road construction and maintenance equipment; Good knowledge of the principles of occupational safety; Good knowledge of Federal OSHA, and New York State Department of Labor safety regulations; Ability to conduct accident investigations; Ability to review operating procedures and equipment for adherence to OSHA and other safety regulations; Ability to conduct training sessions; Ability to establish cooperative relationships with regulatory agency personnel, supervisory staff and employees; Mechanical aptitude; Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS:

Five (5) years experience in the operation and maintenance of large trucks and heavy equipment.

SPECIAL REQUIREMENT:

Possession of a Class A or B CDL.

Adopted: 9/21/92