

## ASSISTANT SCHOOL HEALTH AND SAFETY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the School Health and Safety Coordinator in implementing a health, safety and risk management program for schools in order to avoid illness or injury to students and employees and assisting in maintaining compliance with Federal, State and local regulations. The work is performed under general supervision with leeway allowed for the use of independent judgment for carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists in the development and establishment of health, safety and risk management programs to support local educational institutions; Assists in scheduling and conducting health and safety procedure training programs; Provides assistance to school districts concerning asbestos projects; Assists in the review of health and safety programs to insure their compliance with Federal, State and local laws, rules and regulations; Assists in establishing an accident/illness recording system; Establishes a cooperative working relationship with participating school districts and other agencies; Keeps up-to-date with changing laws, rules and regulations which pertain to health and safety; Maintains a variety of written reports and records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles of occupational safety and health; good knowledge of Federal OSHA, New York State Department of Labor safety and health regulations, and Fire Protection Code; ability to conduct accident investigations; ability to review plans and equipment specifications for adherence to OSHA and other safety regulations; ability to conduct training sessions; ability to prepare equipment specifications and narrative and tabular reports; ability to establish cooperative relationships with school officials, regulatory agency personnel, department heads and employees; mechanical aptitude; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Either:

A. (1) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and (2) six months of experience in occupational safety and health programming; OR

B. (1) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and (2) two years of experience as described in A.; OR

C. Four years of experience as described in A.

Adopted 4/20/92

Reviewed 11/2/01