

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, employees and the public. Also assists in maintaining compliance with Federal, State and local laws and 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; Assists school districts concerning asbestos, pesticide handling, universal and hazardous waste removal; Assists in the review of health and safety programs to insure their compliance with Federal, State and local laws, rules and regulations; Assists in maintaining an accident/illness recording system; Establishes a cooperative working relationship with participating school districts and other agencies; Keeps informed of changing laws, rules and regulations which pertain to health and safety; May assist with School Bus Driver and Monitor Training, testing and maintaining records; 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, NYS Fire and Building Codes, Universal and hazardous waste regulations; Good knowledge in all areas of School Bus Driver and Monitor regulations; Good knowledge of SAVE, RESCUE, DASA and other State Education Regulations pertaining to incident command system, violence, harassment and bullying; Ability to conduct accident investigations and make recommendations to avoid future losses; Ability to review plans and equipment specifications for adherence to OSHA and other safety regulations; Comfortable with public speaking and conducting mandated training sessions to audiences of various sizes; Ability to prepare equipment specifications and narrative and tabular reports; Ability to establish cooperative relationships with school officials, regulatory agencies, department managers and employees; Ability to read, understand and interpret new legislation and regulations pertaining to safety and health and develop a written compliance program; 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 Green Building Technology, Environmental Science, Construction Management/Technology, HVAC or related field 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 Green Building Technology, Environmental Science, Construction Management/Technology, HVAC or related field and (2) two years of experience as described in A.; OR

C. Four years of experience as described in A.

SPECIAL REQUIREMENTS:

Depending on assignment maybe required to obtain within 12 months after permanent appointment:

- A. New York State CDL Class B with Passenger Endorsement
- B. Asbestos Inspector/Management Inspector Certificate(s)
- C. Code Enforcement Official Certification

NOTE: A valid appropriate level New York State driver's license is required at time of appointment and maintained during employment.

Adopted 4/20/92

Reviewed 11/2/01; 8/27/15

Revised 5/2/13