

SAFETY AND TRAINING MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Supervises, coordinates, conducts and maintains confidential records, regarding 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 Deputy Commissioner. 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) Develops, maintains and enforces safety policies and procedures; Interprets and ensures federal, state and local laws, rules and regulations applicable to safety including but not limited to CDL, PESH and Labor Department, etc. are met ; 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, routine maintenance and care of trucks, equipment and other vehicles; Instructs employees in general safe working practices; Reviews operating procedures to determine if safety problems/issues exist, including making field visits; Enforces necessary corrections of safety issues; Develops and oversees the implementation of a comprehensive safety program for the Public Works Department including but not limited to developing safety polices 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; Investigates accidents and complaints and prepares reports regarding same; Prepares and maintains a variety of training and safety records. Oversees the confidential drug screening program at the Public Works Department and maintains those confidential records; Conducts hearing tests for all Public Works and Town employees; Ensures CPR and first aid certifications are current; Ensures that all fire extinguishers for the Public Works Department are inspected and in compliance; Screens drivers license abstracts to ensure Public Works drivers maintain an adequate drivers license; Keeps confidential medical records for compost, guiderail and bridge crews; Ensures timely blood tests for employees exposed to lead paint and galvanizing; Sets up fit tests for respirators, ensuring proper PPE; Catalogs hazardous materials and ensures that material safety data sheets are complete and up to date for all products used.

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 PESH, and New York State Department of Labor safety regulations; Ability to conduct accident investigations; Ability to review operating procedures and equipment for adherence to PESH and other safety regulations; Ability to conduct training sessions; Ability to establish cooperative relationships with regulatory agency personnel, supervisory staff and employees; Mechanical aptitude; Excellent written and verbal skills; Excellent record keeping abilities; Ability to operate a computer and software applications; Strong management, motivational, communication and leadership skills. Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college with a two year degree in general studies, business or public administration AND two (2) years experience in safety and training in an industrial or construction field; OR

B. Graduation from high school or possession of a high school equivalence diploma and a minimum of four (4) years experience in safety and training in an industrial or construction field; OR

C. An equivalent combination of training and experience as indicated in (A) or (B) above.

SPECIAL REQUIREMENTS:

Certification to conduct hearing tests within 1 year of appointment and maintained throughout employment.

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

Adopted 2/1/12

Competitive