

SCHOOL HEALTH AND SAFETY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for implementing a health, safety and risk management program for schools in order to avoid illness or injury to students and employees and maintain 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) Develops and establishes health, safety and risk management programs to support local educational institutions; Schedules and conducts health and safety procedure training programs; Directs school districts concerned with asbestos, pesticide handling, universal and hazardous waste removal; Reviews health and safety programs to insure their compliance with Federal, State and local laws, rules and regulations; Conducts accident investigations and make recommendations to avoid future losses; Conduct fire and structural inspections, incident command training and prepare emergency exercise drills. Perform inspections on life safety equipment, conduct indoor air quality investigations and perform safety inspections. Maintains an accident/illness recording system; Establishes a cooperative working relationship with participating school districts and other agencies; Responsible for supervision and evaluation of staff; Keeps informed of changing laws, rules and regulations which pertain to health and safety; Responsible for 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: Thorough knowledge of the principles of occupational safety and health; Thorough knowledge of Federal OSHA, New York State Department of Labor safety and health regulations, NYS Fire and Building Codes, Universal and hazardous waste regulations; Thorough knowledge in all areas of School Bus Driver and Monitor regulations; Thorough knowledge of SAVE, RESCUE, DASA and other State Education Regulations pertaining to incident command system, violence, harassment and bullying; Ability to review plans and equipment specifications for adherence to OSHA and other safety regulations; Ability to conduct 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 plan, organize, coordinate, train and supervise staff; Ability to read, understand and interpret new legislation and regulations pertaining to safety and health and develop a written compliance program; Ability to review plans and equipment specifications for adherence to OSHA and other safety regulations; 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 in Green Building Technology, Environmental Science, Construction Management/Technology, HVAC or related field and (2) two years 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 in Green Building Technology, Environmental Science, Construction Management/Technology, HVAC or related field and (2) four years of experience as described above; OR
- C. Six 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 5/17/89

Reviewed/Revised 9/29/17