

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ASSISTANT SAFETY AND LOSS CONTROL SPECIALIST **GRADE:** 12

TITLE ABBREVIATION: ASST SAFETY/LOSS SPEC **TITLE NO.:** 6089

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: RISK MANAGEMENT **DIVISION:**

SUPERVISOR'S TITLE: SAFETY AND LOSS CONTROL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving responsibility for monitoring worksites for safety and security compliance, preparing inspection reports, developing and maintaining Emergency Action Plans, and making recommendations to remedy safety hazards. The incumbent provides safety training to county and OCCC employees in the County Workers Compensation Fund. Work is performed under the general supervision of the Safety and Loss Control Specialist with leeway allowed in carrying out assigned responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects work areas to identify potential hazards or unsafe work conditions and practices, makes recommendations on corrective actions and follows up on those recommendations.

Presents safety education and training programs to employees;

Investigates incidents and accidents involving County personnel or property;

Provides departments with guidance in preparing accident claims;

Reviews and modifies Emergency Action Plans for County worksites, assists municipalities in developing Emergency Action plans and conducts training on same;

Monitors automatic fire alarm systems in County buildings and conducts fire drills;

Distributes updated material on safety and health to all County worksites;

Performs evaluations on County safety programs;

Performs security inspections with the Sheriff's Office and recommends corrections, and with Environmental Facilities;

Maintains up to date records and files;

Prepares reports and records using computer applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of statutory and regulatory requirements relating to occupational health and safety and state uniform fire safety code; good knowledge of liability insurance and the principles of risk management; skill in the use of standard office equipment and computer applications; ability to conduct training programs; ability to make investigations, analyze findings and determine corrective action; ability to communicate effectively both orally and in writing; ability to maintain effective working relationships with groups and individuals; ability to work independently; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Completion of sixty (60) college credits or an Associate's Degree or higher, and two (2) years of full time paid experience in a technical position in an occupational safety and loss control program; OR
- B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as stated in (A) above.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: Must possess at time of appointment and maintain an Asbestos Handler license issued by the Department of Labor. Must possess at time of appointment and maintain New York State Buildings Safety Inspector Certification or Code Enforcement Official Certification.

SPECIAL REQUIREMENTS: Must possess the ability to fulfill the travel requirements of field assignments.