

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SAFETY AND LOSS CONTROL SPECIALIST **GRADE:** 16

TITLE ABBREVIATION: SAFETY/LOSS SPECIALIST **TITLE NO.:** 6581

JURIS.CL: C SALARY CODE: 01 UNIT: EEO CODE: PR FLSA CODE: PR

DEPARTMENT: RISK MANAGEMENT **DIVISION:** _____

SUPERVISOR'S TITLE: RISK MANAGEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical position involving responsibility for researching, planning, developing and monitoring a safety and loss prevention program for Orange County employees and municipal employees in the Workers Compensation Fund. An incumbent in this position conducts safety committee meetings and training to promote safety and occupational health standards. Work is performed under the general supervision of the Risk Management Officer with considerable leeway allowed in carrying out all aspects of the program. Supervision is exercised over the work of Safety and Loss Control Program staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Researches, prepares, audits and assists in conducting safety education and training programs;
2. Formulates policies and procedures for Safety and Loss Control Program;
3. Reviews accident and safety reports and re-inspects work areas to eliminate or control physical or environmental hazards and practices;
4. Prepares reports on cost and effectiveness of Safety and Loss Control Program to project future costs and make recommendations for future safety programs;
5. Investigates accidents and prepares accident reports to produce data for trend analysis to plan hazard abatement policies;
6. Meets with department heads and municipal officials to discuss training needs and the implementation of safety programs;
7. Identifies conditions that pose potential problems for the County and municipalities and recommends corrective actions;
8. Maintains a system for the report and processing of accident reports and other data associated with the safety program;

9. Evaluates county buildings and equipment for insurance and risk control purposes;
10. Chairs the Accident Review Committee.

FULL PERFORMANCE KNOWLEDGES, 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; ability to coordinate and administer a continuing program of information and training; ability to make investigations, analyze findings and determine corrective action; ability to plan and oversee the work of others; 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) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree which shall include 24 credits in physical science, chemistry and/or biology and two (2) years of full time paid experience in either:
 - (1) developing and/or implementing a safety and loss control program; OR
 - (2) reviewing and determining claims settlements, claims adjustment, or Risk Management; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree which shall include 24 credits in physical science, chemistry and/or biology and four (4) years of full time paid experience as defined in (A) above; OR
- C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as stated in (A) above.

SPECIAL REQUIREMENTS: Must possess at time of appointment and maintain a valid driver's license.

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 Inspector Certification.