

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** ASSISTANT HEALTH AND SAFETY COORDINATOR

**TITLE #:** 1033

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the assisting in the administration, interpretation and application of Federal, State and local regulatory requirements and prevailing professional standards for health, safety and environmental issues not regulated for participating Orange County school districts. The incumbent assists the Health and Safety Coordinator in developing and coordinating appropriate workshops and training to keep districts current with changes in laws and regulations and acts as a liaison between the districts and the regulatory agencies responsible for enforcement of health and safety laws. Work is performed under the direction of the Health & Safety Coordinator with leeway allowed in carrying out the details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists in administering, interpreting, updating and providing technical assistance with Federal, State and local health and safety laws and regulations, as well as, professional health, safety and environmental associations and societies standards for all participating BOCES school districts;

Assists with developing and/or coordinating model plans for required health and safety, emergency and other plans;

Assist with developing and coordinating workshops and training to keep districts current with changes in laws and regulations;

Acts as a liaison between districts and Federal/State agencies responsible for health and safety laws and regulations;

Acts as the back-up NYSED Emergency Management Contact Person and participates as "School Liaison" when the Orange County Emergency Operations Center is activated;

Provides "train the trainer" programs for selected school employees around toxic substance law and other health and safety issues;

Conducts or supervises environmental investigations and inspections, including air, water and soil samplings, on both a scheduled and emergency basis;

Performs or supervises inspections of school district buildings to assess compliance with applicable NYSED Commissioner's regulations and NYS Fire and Building Codes and the risks of occupational exposure to asbestos, lead, PCBs, mold, radon and other environmental hazards;

Assists in developing and monitoring budget and service costs for the health and safety program;

Assists in developing and maintaining an appropriate evaluation process for services provided;

Assists participating school districts with collecting data about condition of life saving equipment on school premises and notifications from manufacturers and other agencies and societies on properly maintaining life saving devices and supervises upgrade to properly maintain those life savings devices and in collecting all pertinent health hazard information concerning toxic substances and hazardous conditions in and around schools;

Assists participating school districts to establish record keeping systems regarding inventories, training and health hazard information;

Attends mandatory and other trainings, workshops and seminars pertaining to health and safety issues as needed.

-continued-

**CLASS TITLE:** ASSISTANT HEALTH AND SAFETY COORDINATOR

**TITLE #:** 1033

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of both statutory and regulatory requirements and non-statutory regulatory standards relating to health and safety in the schools; good knowledge of toxic substances and their potential adverse effects; ability to read and interpret Federal, State and local laws, rules and regulations; 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; computer literacy; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree (or higher) and one (1) year experience in developing programs and providing technical assistance in the area of risk management and/or health and safety; OR
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and three (3) years of experience as outlined above; OR
- C. An equivalent combination of training and experience as defined by the limits of A. and B.

ADOPTED: 6/5/17 hm