

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

CLASS TITLE: HEALTH AND SAFETY COMPLIANCE COORDINATOR (BOCES) **TITLE#:** 1351

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration and application of all Federal, State and local regulatory requirements regarding health and safety standards for a school district. Incumbent performs analysis of district-wide inspections performed by subordinate staff, advises staff on sensitive issues, and conducts training programs relevant to new and/or complex regulations. Work is performed under the direct supervision of the Health and Safety Coordinator with leeway allowed in exercising independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects, maintains and disseminates information relative to the New York State Right-to-Know statute, Federal and State Occupational Safety and Health Acts, Hazardous Communication Standard, Asbestos Hazard Emergency Response Act and other similar laws and regulatory requirements;

Consults with school district officials in matters of statutory health and safety compliance and coordinates the timely submission of required documents and notifications to applicable regulatory authorities, which include the Department of Health and NYS Education Department, as well as school safety committees and school district superintendents, in compliance with Federal, State and local laws.

Drafts inspection documents to be utilized by Health & Safety Technicians, performs analysis of inspection results, and makes recommendations;

Attends workshops and seminars and coordinates with Risk Manager/Coordinator of Health & Safety to conduct school personnel health and training programs to keep districts current with changes in laws and regulations, interpret new and complicated regulations, and recommend the most efficient manner in which to comply with statutory requirements;

Prepares and maintains statistics, reports, and records of health and safety events as required by the School Districts;

Prepares, maintains and conducts tests of district-wide disaster plan;

Conducts loss control inspections;

Investigates accidents, prepares accident reports and conducts accident review;

May attend meetings in the absence of the supervisor.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of statutory and regulatory requirements relating to health and safety in the schools; ability to read and interpret Federal, State and local laws, rules and regulations; ability to coordinate and administer a continuing program of information and training; ability to make investigations, analyze findings and determine corrective action; ability to direct 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; 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 **(or higher)** and three (3) years of experience in an administrative capacity in a health and/or safety related field; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and five (5) years of experience as outlined above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

REVISED: 6/05/17 hm