

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

CLASS TITLE: HEALTH AND SAFETY COMPLIANCE COORDINATOR

TITLE #: 1339

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 conducts district-wide inspections and training programs and serves as a liaison between regulatory agencies, BOCES and the District. Work is performed under the general supervision of the Assistant Superintendent with wide 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;

Coordinates and conducts school personnel health and training programs in response to statutory requirements;

Conducts loss control inspections;

Investigates accidents, prepares accident reports and conducts accident review;

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

Consults with school district officials in matters of statutory health and safety compliance;

Compiles and maintains statistics, records and reports as required by the District.

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 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 and three (3) years of experience in an administrative capacity in a health and/or safety related field, one (1) year of which shall have been in a supervisory capacity; 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).

DRAFT: 1/16/90

ADOPTED: 2/6/90

REVISED: 9/19/94