

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

CLASS TITLE: HEALTH & SAFETY TRAINER

TITLE #:1354

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting the Health and Safety Coordinator in the application of Federal, State and local emergency planning in local school districts. An incumbent in this position conducts workshops and training programs designed to assist the districts in maintaining compliance with emergency laws and regulations. Work is performed under the direct supervision of the Assistant Health and Safety Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Health & Safety Coordinator and Assistant Health and Safety Coordinator in helping component school districts to implement changes and develop programs;

Conducts CPR / First Aid / AED training courses for component school districts;

Oversees annual compliance requirements as mandated by state and federal regulating agencies;

Keeps up to date information with regard to Health and Safety Law and Regulations;

Organizes all paperwork for programs and workshops;

Documents compliance with emergency laws and regulations and assists in completing reports as needed;

Provides "Train the Trainer" programs for component districts on pertinent health and safety issues.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of First Aid, CPR and Automated external defibrillator use; Good knowledge of statutory and regulatory requirements relating health and safety in school districts; ability to take direction as well as work independently when conducting trainings or interpreting law and regulations; ability to collaborate with groups and confidently demonstrate knowledge of subject material in large public forums; ability to communicate effectively both orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to keep accurate records and prepare reports, as necessary; accuracy; dependability; good judgment; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Either:

- (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 at least one (1) year of experience in providing training seminars and providing technical assistance in risk management and/or health and safety; OR
- (B) Completion of sixty (60) college credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and at least three (3) years of experience as defined in (A).

SPECIAL REQUIREMENT: Must possess and maintain a valid American Red Cross Instructor Certification in First Aid/CPR, and AED.

JURISDICTIONAL CLASS: Competitive

ADOPTED: 5/21/21