



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: _____ **POSTING DATE*:** FROM: _____ TO: _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

APPLICATION DEADLINE / LAST FILING DATE*: _____

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

SAFETY COORDINATOR

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree PLUS three (3) years full-time experience, or its part-time equivalent, managing or administering the occupational safety and health process in a public or private organization that has a variety of risks and at least 50 employees; OR
2. Possession of an Associate's Degree PLUS five (5) years full-time experience as described in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

NOTE: The health and safety experience must be at least 50% of the position's duties.

SUBSTITUTION FOR EXPERIENCE: Current certification in the field of occupational safety and health by a nationally accredited board of certification as a Certified Safety Professional (CSP) OR Certified Industrial Hygienist (CIH) may be substituted for three years' experience as noted in (1) above.

SUBSTITUTION FOR EXPERIENCE: Education beyond the degree level specified in (1) above may be substituted for the experience on a year-for-year basis for up to two years of experience with 30 credit hours equaling one year of experience.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

DISTINGUISHING FEATURES OF THE CLASS: This class is responsible for the performance of a variety of functions related to the administration of a Municipal Safety Program including, but not limited to, being point-of-contact for OSHA, PESH and other safety and health regulatory and advisory organizations. The incumbent will make visits to various departments and municipal work locations to ensure that safety standards are followed and enforced. Additionally, the incumbent will provide instruction and training orientation and programs in order to achieve a greater awareness of safety policy and procedures. The work is performed under the general direction of a higher-level administrator with leeway for use of independent judgment. Oversight of duties may be exercised over support personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Trains managers and supervisors within County departments and municipalities on the comprehensive safety and health process, the role of occupational safety and health within the organization; the identification and control of workplace hazards, the appropriate use of safety and health tools and techniques and the effective management of safety behavior;

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SAFETY COORDINATORTYPICAL WORK ACTIVITIES: (Continued))

- Identifies, develops and coordinates appropriate training programs to increase proficiency in safe practices, promote safety consciousness and reduce risks;
- Serves as an advisor to the County Board of Supervisors and municipal elected officials on the management of the safety- and health-related processes;
- Seeks new safety and health developments and identifies new safety and health laws and regulations and communicates those applicable;
- Maintains proficiency in the traditional tools and techniques for injury prevention and advises managers and supervisors on their use and on the laws, regulations and best practices that drive their use;
- Coordinates the professional development of the County-municipality technical safety team to ensure that all full- and part-time members are knowledgeable about the safety management process and are equipped to serve as advisors to their respective organizations;
- Conducts analysis of accidents, their causes and other hazards to health and safety of employees by interviewing injured workers, analyzing data for trends, and other means, and recommends corrective or preventive measures where indicated;
- Audits the safety and health process within the County and municipalities to identify successes and areas for improvement and reports findings and recommendations to the appropriate officials and to the Board of Supervisors;
- Serves as the technical expert to management and supervision during the investigation of complex loss incidents (personal injury, property damage accident, fires, toxic material releases, etc.);
- Collects and maintains records of safety and health performance (occupational injuries and illnesses) for the County and reports data periodically to the Board of Supervisors and to the workforce utilizing newsletters, County Intranet, data charts or similar effective methods;
- Completes required PESH, OSHA, and/or Department of Labor reporting documents.
- Advises and supports the Board of Supervisors in the continuous improvement process for safety and health in order to allow the County and municipalities to qualify for safety recognition programs such as the OSHA Voluntary Protection Program (VPP) or the National Safety Council excellence awards;
- Identifies risks and assess vulnerability of county buildings;
- Develops fire evacuation plans for county buildings;
- Serves as the County Emergency Planner by advising County managers on the content and exercising of their departmental emergency plans, reviews plans and provides for coordination of the plans with the County Fire Coordinator and the Local Emergency Planning Committee (LEPC), and responds to significant emergencies involving County facilities as staff to the site emergency coordinator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the OSHA Safety and Health Program Management Guidelines and similar process management approaches with the ability to explain, teach, and facilitate implementation; thorough knowledge of OSHA regulations applicable to County operations; thorough knowledge of the tools and techniques of safety and health; thorough knowledge of computers and similar resources and programs used to identify, collect and communicate essential safety and health information; thorough knowledge of the concepts of performance management sufficient to allow the training and coaching of others on the tools and techniques of behavioral safety; good knowledge of effective business principles and practices to allow integration of the safety and health process into County operations; ability to communicate effectively both verbally and in writing to all levels of government and to the public; ability to prepare and deliver all manner of safety and health course material and to train and advise others on the effective delivery of safety and health training; ability to develop and maintain effective working relationships with elected officials, managers, supervisors and line employees; ability to identify and pursue critical, safety-sensitive issues to a successful conclusion with a high probability of long-term success; dependability sufficient to ensure that assigned tasks are completed successfully and that new opportunities for safety and health success are pursued; physical condition commensurate with the demands of the position.

SAFETY COORDINATOR

REVISED: 2/7/03; 5/27/21, 8/9/22; 3/17/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE