



SAFETY COORDINATOR



THIS IS A FANTASTIC OPPORTUNITY TO WORK, SUPPORT AND BE A PART OF A MANAGEMENT TEAM IN THE BEAUTIFUL FINGER LAKES REGION OF GENEVA, NEW YORK. THE CITY OF GENEVA IS SEEKING AN EXPERIENCED PROFESSIONAL TO SERVE A THREE YEAR TERM AS SAFETY COORDINATOR, THIS IS A NEW POSITION THAT WILL WORK WITH ALL CITY DEPARTMENTS TO ENHANCE EMPLOYEE AND COMMUNITY WELL-BEING AND SAFETY.

POSITION SUMMARY

This versatile position involves responsibility for various phases of the City Compliance & Safety Programming.

This position is responsible for the performance 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 Safety Coordinator will evaluate, recommend and/or implement strategies to improve the Compliance & Safety Programs to promote and maintain a safe, healthy, and regulatory compliant workplace environment.

They will make visits to various departments and municipal work locations to ensure that safety standards are followed and enforced.

Work is performed with a degree of responsibility for independent judgment in developing, planning, and administering programs under the supervision of the City Manager.

SALARY

The pay for this position is \$57,500 to - \$65,500 and is commensurate with experience.

The City of Geneva is looking for the following skills, attributes, and characteristics in our Safety Coordinator:

SAFETY FOCUSED

Looks to problem solve and create partnerships while creating a culture where safety is valued and the results demonstrate the safety efforts are seen throughout the organization.

TEAM PLAYER

Promotes cooperation between the various departments, looking to drive organizational success.

DETAIL ORIENTED

Pays close attention to all the small particulars of the tasks at hand and dives deep into data, research, and policies to understand current operations and create new processes.

CONTINUAS LEARNER

An ongoing learner who is developing new skills and knowledge, while also reinforcing what has been previously learned.

STRATEGIC

A visionary leader who is prepared to serve the City of Geneva in an effective and efficient manner.

DUTIES AND RESPONSIBILITIES

- 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 City 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 colleagues on their use and on the laws, regulations and best practices that drive their use.
- Coordinates the professional development to ensure that all full- and parttime members are knowledgeable on safety and compliance.
- Oversees and develops systems to conducts analysis of accidents, their causes and other hazards to health and safety of employees.
- Audits the safety and health process within the City to identify successes and areas for improvement and reports findings and recommendations to the appropriate officials.
- Collects and maintains records of safety and health performance (occupational injuries and illnesses) for the City.
- Completes required PESH, OSHA, and/or Department of Labor reporting documents.
- Serves as the agency Emergency Planner by advising agency managers on the content and exercising of their departmental emergency plans, reviews plans and provides for coordination of the plans with appropriate entities.
- Creates systems and practices to ensure safety and compliance for the City.

- Develops evacuation plans for all City facilities.
- Coordinates Compliance Program training activities, including content development, planning and outreach, and delivery.
- Facilitate and develop collaborative efforts among agencies and departments.
- Develop effective data analysis tools and procedures.
- Develops and revises City policies and procedures, including the Compliance Program documents;

QUALIFICATIONS

- 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
- Possession of an Associate's Degree PLUS five (5) years full-time experience as described in (1) above; OR
- An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

CIVIL SERVICES CLASSIFICATION

Appointment is provisional, pending Civil Service Exam. The exam date is not yet established. This position is Management and Non-represented.

TO APPLY:

Submit Ontario County Application;
Current Vacancies:<https://ontario-portal.mycivilservice.com/>
Click "City of Geneva Safety Coordinator"
Please attach a Cover Letter and Resume to the application.

Apply today! This position will remain open until filled.

City of Geneva Vacancy

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

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 the agency's departments and/or 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 agency's appointing authority and its 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 agency 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 agency and/or municipalities to identify successes and areas for improvement and reports findings and recommendations to the appropriate officials;
- 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 agency buildings;
- Develops fire evacuation plans for agency buildings;
- Serves as the agency Emergency Planner by advising agency 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 agency 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 agency 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 agency 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.

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REVISED: 2/7/03; 5/27/21, 8/9/22; 3/17/23; 1/22/24

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES