

DATE: March 12, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Adam Sessler, Director of Risk Management
9 Development Court, Kingston, NY 12401

JOB VACANCY: Deputy Safety Officer / Full-Time / Contingent Permanent/Temporary / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$32.90 / hour (Grade 14)

FILL DATE: April 2, 2026



DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting in the efficient management and administration of the Ulster County Safety Office. The incumbent is responsible for overseeing all matters concerning safety issues, which involve county property, equipment or employees. An employee in this class has responsibility for coordinating the day-to-day activities of department personnel. The employee assists, and acts generally for and in place of, the Safety Officer. The employee works under the general supervision of the Safety Officer with considerable leeway allowed for the exercise of independent judgment in details of the work. Supervision is exercised over all department staff. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of NYS Building Codes; good knowledge of road accidents and their causes; good knowledge of safety hazards, precautions and procedures; good knowledge of standards for government employee safety prescribed in statute, rule, regulations and policy; working knowledge of computer database spreadsheet and graphic programs; ability to conduct training sessions in a clear and concise manner; ability to identify safety hazards; ability to prepare and maintain reports of a narrative and statistical nature; ability to communicate effectively both orally and in writing; initiative and resourcefulness, tact, courtesy; willingness to respond to calls on a 24 hour basis; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Construction Technology or a closely related field and three (3) years of full-time paid experience in a responsible position in a municipal safety program; **OR**

B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of progressively responsible full-time paid experience working with a municipal safety program, one year of which was supervisory in nature.

Special Requirement: Incumbent must obtain Defensive Driving Course Instructor Certification and New York State Code Enforcement Certification within one year of appointment. Must possess a valid New York State Motor Vehicle Operator's License at time of appointment.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.