

DEPUTY SAFETY OFFICER

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.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Conducts new construction and renovation plan reviews on county-owned or rented structures, as those plans relate to building and fire codes;

Issues building permits and certificates of Compliance and Occupancy for all new construction, new and existing building inspections and fire inspections for all county-owned or rented facilities;

Compiles necessary drawings and inspection reports for all on-site inspections performed by Safety Office personnel on county-owned or rented facilities;

Acts as instructor in OSHA training classes, covering such relevant topics as Right-to-Know/Hazardous Materials communication, personal protective equipment, confined space, and lockout/tag-out procedures;

Ensures that all facilities provide OSHA-compliant, safe and healthy working conditions;

Acts as instructor for State and county required classes in defensive driving and road-flagging procedures;

Provides safety and compliance technical assistance to both county and municipal agencies;

Maintains records and prepares narrative and statistical reports of a written and verbal nature;

Performs all necessary functions of Alternate Drug and Alcohol Program Manager, ensuring that all records are kept and reports filed in full compliance with Federal requirements;

Ensures that semi-annual fire and safety inspections of county facilities are performed by appropriate responsible personnel, maintaining inspection and fire drill schedules , and providing assistance with emergency evacuation planning;

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Provides all self-insurance participants with appropriate safety educational materials, OSHA and State Department of Labor materials and consulting services where requested;

Provides industrial hygiene and air monitoring services as needed by self-insurance and county agency participants;

Drives on and evaluates county roads to address issues of performance and ease of driving, relating to county liability, particularly as a follow-up to all road safety complaints brought to the attention of the Safety Office;

Provides accident/incident investigation for situations involving county vehicles, county properties, building issues, or employee health and safety complaints, addressing issues of accident frequency and causes, types of injuries and trends;

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.

ULSTER COUNTY
2410 DEP SAF OF
Classification: Competitive
Grade: 14
Union: CSEA

Adopted: February 5, 1982
Revised: February 24, 1988
Revised: July 17, 2003