

SAFETY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the development, installation and monitoring of a safety program for county employees. The work is performed according to general policies established by the County Legislature with wide leeway allowed the employee in the scheduling and performance of the work. Supervision may be exercised over clerical 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.

Inspects work areas on a periodic basis to identify and measure conditions that pose a significant risk of accidental injury to employees;

Inspects completed county projects to identify and measure conditions that present problems of prospective financial liability for the county;

Makes recommendations to department heads and the legislature for the reduction or elimination of risks to personnel and public;

Investigates accidents and prepares accident reports;

Develops and maintains a system for the report and processing of accident reports and other data associated with the safety program;

Conducts safety orientation sessions for employees;

Inspects equipment, tools, machinery and supplies to ensure that they meet safety requirements and quality standards;

Reviews and makes recommendations on safety suggestions and reports on same.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Federal, State and Local Laws, rules, regulations and policies pertaining to safety; alert to identify safety problems and make suggestions to solve same; ability to instruct employees in safety precautions and procedures; able to understand and interpret complex written material; initiative to establish an effective working relationship with the public and with employees at all levels of the county organization; facility in preparing narrative and statistical reports; competency to develop and maintain a record keeping system; willingness to respond to calls on a 24 hour a day basis; good judgment; initiative; good physical condition.

MINIMUM QUALIFICATIONS: Four (4) years of full-time paid experience in a supervisory position involving as a significant percentage of the time the enforcement of industrial safety regulations, including Federal, State and local regulations.

Special Requirement for Acceptance of Applications: Eligibility for a Class V New York State Motor Vehicle Operator's License. Possession is required at time of appointment.

ULSTER COUNTY
5640 SAFETY OFF
Classification: Competitive
NUMGT

Adopted: April 4, 1979