

WORKPLACE SAFETY TRAINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for developing and implementing a variety of trainings for employees in a Town or Village. The incumbent will provide training sessions on various topics including workplace harassment/violence/safety, hazard communication, Right to Know, and emergency medical care such as CPR, AED, First Aid etc. Work is performed in accordance with established policies and objectives and is performed under the general direction of the Town Supervisor, Village Mayor and/or designee. Supervision is not a function of this class. 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.

Prepares and conducts training sessions for employees on workplace harassment/violence/safety, hazard communication, bloodborne pathogens, hepatitis B/TB, Right to Know, CPR, AED and First Aid;

Confers with Town Supervisor to identify training needs and organizes training sessions;

Participates in the development, implementation, performance and evaluation of training sessions for employees;

Initiates actions as appropriate to obtain needed priority training resources;

Keeps abreast of the latest developments, practices and techniques used in the field of emergency care and employee development and training;

Makes arrangements for the physical facilities and equipment for training sessions;

Maintains records as needed;

May collect and compile data regarding attendance at trainings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and techniques of conducting employee training programs; good knowledge of standard first aid techniques to deal with a variety of medical problems such as cuts, bruises, abrasions, bleeding, shock, fractures and airway obstruction; good knowledge of the care and use of common medical equipment; good knowledge of medical terminology; ability to plan and implement training programs related to workplace harassment/violence/safety, hazard communication and emergency medical care; ability to establish and maintain effective relationships with people; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Nursing or Healthcare field; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid or its part-time equivalent, experience as an EMT or Paramedic.

SPECIAL REQUIREMENT: Certification by the New York State Department of Health as an Emergency Medical Technician.

ULSTER COUNTY
7905 WRK SF TRN
7906 WRK TRN PT

Adopted: August 27, 2020

Classification: Non-Competitive (T/Rosendale and when PT only)
OA