

## **HEALTH AND SAFETY COMPLIANCE SPECIALIST (BOCES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work involving responsibility for a comprehensive health and safety program, which protects employees, students, visitors, and the public's use of school facilities. This position also has responsibility to inspect school facilities in order to identify and eliminate hazardous conditions. The work is performed under the general supervision of the Director of Human Resources. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts inspections of schools and auxiliary properties for compliance with ARERA regulations;  
Writes inspection reports;  
Samples suspect material for testing and complies with test results;  
Assists with the writing of management plans for health and safety compliance;  
Provides emergency response action for spills and/or damage to asbestos containing materials, which includes small scale (glovebag) removal, repair, and clean up;  
Provides guidance to schools regarding repair procedures and federal, state and local safety regulations;  
Performs surveillance and general safety inspections for OSHA, AHERA and DOL compliance;  
Recommends and assists in the development of school health and safety programs to include objectives and procedures for identifying, controlling and reporting hazardous conditions and practices;  
Provides advice to school districts relative to each health and safety problem;  
Makes routine inspections to observe potentially hazardous conditions and work practices;  
Inspects accident and loss sites to determine causes;  
Assists in a comprehensive program of safety education and training, which includes bulletins, manuals, contests and other safety-awareness techniques;  
Conducts safety training with appropriate school personnel;  
As requested, acts as liaison with advisory committees and school officials relative to a health and safety program.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of health and safety plans and programs;  
Working knowledge of federal and state law relative to health and safety;

Working knowledge of loss control methods of primary risk exposures;  
Ability to analyze findings and implement corrective procedures of health and safety programs;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish and maintain effective working relationships with groups and individuals;  
Physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public or Business Administration, Engineering, Labor Relations, Industrial Safety or related field and one year of experience in industrial or commercial safety; OR
- B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Public or Business Administration, Engineering, Labor Relations, Industrial Safety or related field and three years experience in industrial or commercial safety; OR
- C) Graduation from high school or possession of an equivalency diploma and six years experience in industrial or commercial safety; OR
- D) An equivalent combination of training and experience as indicated between the limits of A), B) and C) above.

SPECIAL REQUIREMENTS WITH THE PROBATIONARY PERIOD:

- 1) New York State certification as an asbestos handler/supervisor and inspector/management planner; and
- 2) New York State certification in Fire and Building Inspection

SPECIAL REQUIREMENTS AT THE TIME OF APPOINTMENT: Possession of the appropriate level Motor Vehicle Operator's License.

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COMPETITIVE