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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SAFETY COORDINATOR
Code: 470340 WRA
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Competitive

GENERAL STATEMENT OF DUTIES

Develops and implements district-wide accident prevention, safety, and/or environmental health hazard prevention policies and practices in accordance with federal, state, and local guidelines; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of independent judgment in planning, administering and coordinating an accident prevention, safety, and/or environmental health hazard prevention programs.

TYPICAL DUTIES

1. Plans and executes safety programs to insure continual awareness of all safety requirements.
2. Develops and administers policies and procedures to assure district-wide compliance with federal, state, and local regulations regarding environmental health hazards such as, asbestos management, chemical storage and oil tank monitoring policies.
3. Develops system for detecting and reporting unsafe practices and conditions.
4. Conducts accident and injury investigations to determine cause and takes necessary remedial action.
5. Administers school district right-to-know programs.
6. Arranges and conducts safety meetings, and recommends training sessions and educational programs.
7. Provides guidance on facility planning and recommends procurement of safety equipment and protective devices.
8. Conducts safety inspections of mechanical equipment, buildings, and grounds.
9. Maintains material safety data sheets.
10. Maintains records of all accidents, compiles statistics, and prepares necessary accident and safety reports and studies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the principles and practices of accident prevention, safety, and environmental health hazard prevention programs.
2. Considerable knowledge of the rules and regulations of safety.
3. Ability to make detailed investigations, analyze findings, and recommend corrective action.
4. Ability to establish and maintain effective working relationships with groups and individuals.
5. Ability to maintain accurate records.
6. Ability to express ideas clearly, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university

and

Two years of responsible experience in a safety or environmental health hazard prevention program.

- NOTE:** 1. Experience, as outlined above, in excess of the two-year requirement, may be substituted for education on a year-for-year basis up to a maximum of six years.
2. In school districts designating environmental health hazard prevention duties to this position, attendance at EPA approved training courses may be required after appointment.

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