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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : SAFETY TRAINING ASSISTANT**  
**Code: 470365 WSF**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Assists in recommending, organizing, and coordinating Health and Safety Training and Information programs for participating local school districts; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of judgment in assisting in planning and organizing Health and Safety Training and Information programs.

**TYPICAL DUTIES**

1. Assists in advising participating districts as to appropriate training strategies for personnel.
2. Assists in developing, organizing, and implementing awareness and ongoing staff training workshops in "Right-to-Know" law, Hazard Communication Compliance, Asbestos Hazard Emergency Response Act (AHERA) awareness, Toxic Substance Identification, EPA pesticide regulations, Occupational and Environmental Safety Training, Chemical Storage and Labeling, Waste Management, Loss Control/Risk Management Disaster Preparedness and Emergency Procedures, and other pertinent topics.
3. Assists in serving as a resource to districts in the development of planning procedures and in implementing health and safety programs.
4. Assists districts in developing plans to resolve regulatory noncompliance.
5. Assists in advising districts in developing procedures for conducting district wide chemical inventory and employee exposure records.
6. Assists in updating in-district resource material and planning guides.
7. Assists in storing, updating, revising, and disseminating toxic substance data information to school districts.
8. Assists in providing a listing of available resources, such as consulting companies or specialized professionals to aid districts in reaching compliance.
9. Assists in establishing resource library of audio-visual materials and printed matter, as well as updating computerized data on all health and safety laws and regulations.
10. Assists participating districts regarding cooperative bidding procedures for health and safety related procedures.
11. Participates in meetings of School Safety Committees.
12. Assists in developing and disseminating a newsletter to provide updated information on current occupational/environmental health and safety issues.
13. Assists in scheduling, organizing, and presiding at Advisory Committee meetings.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of New York State laws, rules, and regulations regarding health and safety in school buildings.
2. Knowledge of the principles and practices of accident prevention, safety, and environmental health hazard prevention programs.
3. Knowledge of safety rules and regulations.
4. Ability to organize safety and health programs in school districts.
5. Ability to organize and maintain resource and reference materials.
6. Ability to make detailed investigations, analyze findings, and recommend appropriate remediation.
7. Ability to establish and maintain effective working relationships with school officials, subject matter experts, and others.
8. Ability to maintain records and prepare reports.
9. Ability to express oneself effectively, 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 with major course work in Biology, Chemistry, Environmental Science, or Public Health

and

One year of satisfactory experience assessing or preventing safety or environmental health hazards or conducting a safety training program.

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