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

**Title : SAFETY TRAINING SPECIALIST**  
**Code: 470360 WSA**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Recommends, organizes, and coordinates 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 recommending, planning, and organizing Health and Safety Training and Information programs.

**TYPICAL DUTIES**

1. Advises participating districts as to appropriate training strategies for personnel.
2. Develops, organizes, and implements 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. Organizes and coordinates AHERA staff training for various categories of personnel.
4. Serves as a resource to districts in the development of planning procedures and implementation of a health and safety program.
5. Assists districts in developing plans to resolve regulatory noncompliance.
6. Advises districts in developing procedures for conducting district-wide chemical inventory and employee exposure records.
7. Updates in-district resource material and planning guides.
8. Stores, updates, revises, and disseminates toxic substance data information to school districts.
9. Provides a listing of available resources, such as consulting companies or specialized professionals to aid districts in reaching compliance.
10. Establishes resource library of audio-visual materials and printed matter as well as updates computerized data on all health and safety laws and regulations.
11. Assists participating districts regarding cooperative bidding procedures for health and safety related products.
12. Assists school districts in establishing School Safety Committees.
13. Develops and disseminates a newsletter to provide updated information on current occupational/environmental health and safety issues.
14. Schedules, organizes, and presides at Advisory Committee meetings.

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

1. Extensive knowledge of New York State laws, rules, and regulations regarding

health and safety in school buildings.

2. Extensive knowledge of the principles and practices of accident prevention, safety, and environmental health hazard prevention programs.
3. Extensive 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 groups and individuals.
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

and

Two years of satisfactory experience assessing or preventing safety or environmental health hazards, including one year developing and implementing a training program.

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