

COORDINATOR OF WORK ENVIRONMENT, HEALTH AND SAFETY (Promotional) Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Labor Grade: 0

Approved: 6/1/88

Revised: 05/21/08

By: HH Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

Admission to this departmental promotion opportunity will be limited to current employees of T-S-T BOCES who currently hold and have continuously held competitive class status for at least three years in the title Work Environment Health and Safety Assistant.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

1. Candidates will be required to possess a valid New York State Driver's License to operate motor vehicle at the time of appointment and maintain such license for the duration of employment.

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DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for planning and implementing school district procedures relating to all aspects of environmental safety. The work involves monitoring compliance and disseminating information regarding health, safety and access issues in area school districts. Work is performed under the general supervision of the Director of Business Services. The Coordinator will supervise a small number of subordinate staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Provides services to area school district in the areas of Public Employees Safety and Health, Toxic Substance, Asbestos, Abatement, and Hazardous Waste Disposal and fire codes;
- Disseminates information and evaluates compliance with "Right to Know" activities, handicapped accessibility, and disaster preparedness;
- Develops school district policies and procedures;
- Provides training for school personnel;
- Submits required State and Federal reports and acts as an agent for school district in matters related to health or safety; Maintains appropriate certification;
- Disseminates information regarding new laws, regulations, workshops and training activities for area school personnel.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Must be able to read, understand, and interpret for others comp federal, state, and local laws, regulation, and ordinances.
- Must have the ability to communicate effectively, both verbally and in writing.
- Must be able to develop and implement plans and activities to successfully comply with school district obligations relating to work environment health and safety.

- Must be able to organize and deliver presentations to a variety of audiences.
- Must be able to work under the general supervision of a school administrator with considerable ability to exercise independent judgment about work scheduling.
- Must be able to supervise clerical employees.