

Campus Safety Officer Tompkins County

Department: Tompkins Cortland Community College
Classification: Competitive
Labor Grade: TC3 Grade of J
Approved: 0
Revised: 01/05; 06/13; 03/14; 1/24
By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) A total of 60 credit hours of college education, with an emphasis in Environmental Health and Safety, Biology, Chemistry, Occupational Safety or other related areas **AND** three-years previous work experience in the safety field; **OR**
- (b) Graduation from high school **AND** five years' experience in Environmental Health and Safety, safety training, occupational safety or closely related field; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

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

SPECIAL REQUIREMENTS:

Certification for RCRA hazardous material handling and disposal within 1 year of the date of appointment and continuing certification for the term of employment.

DISTINGUISHING FEATURES OF THE CLASS:

The Campus Environmental Health & Safety Officer is responsible for the overall safety program for Tompkins Cortland Community College and its affiliated properties. The individual manages, develops and coordinates safety standards and training to ensure compliance with safety programs throughout the College. The work involves providing advice on accident prevention and occupational health concerns to management and employees. The Campus Environmental Health & Safety Officer identifies areas of vulnerability related to safety hazards, promptly investigates accidents to determine the cause and recommends preventative measures for the future. Work is performed in accordance with policies and objectives outlined by the Director with wide leeway allowed for the exercise of independent judgment in applying policy to specific cases. The Campus Environmental Health & Safety Officer is responsible for ensuring that all state, local and national standards are met. The Campus Environmental Health & Safety Officer may assist Campus Police as requested. The Campus Environmental Health & Safety Officer reports to the Director of Facilities. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Manages and performs routine inspections of College premises and affiliated properties to detect safety hazards and to complete code required inspections of life safety equipment such as AED's, sprinklers, fire alarms and fire extinguishers;
- Ensures that personal protective equipment (PPE) is identified for each College position requiring it and that it is being utilized correctly;
- Ensures that hazardous materials are appropriately inventoried, labeled, safely disposed of, and/or properly stored;
- Responds immediately to any chemical emergency, including spill redemption, and interface with local area fire departments when appropriate;
- Conducts training for the College community related to safety. For example: Right-to-Know, Tagout/Lockout, Bloodborne Pathogens, Chemical Hygiene, Confined Space Entry, Rabies Protection and Hazardous Materials Response;
- Responsible for overseeing the College's Chemical Hygiene program;

- May act as liaison with state and federal regulatory agencies, local health and safety organizations, and others as directed by the Director of Facilities;
- Assists the Director of Facilities with budget proposals and securing bids for maintenance and testing services for life safety systems and ensures that the work is completed as required and retains the records of the inspections;
- Coordinates and directs the testing of fire alarm systems for the College and affiliated properties as required by NYS Code;
- Reviews and cites sections of the NY State, national and local codes in the performance of the duties of the position;
- Leads efforts as a member of the College Health and Safety Committee;
- May assist in the investigation of accident and/or injury incidents;
- May assist in the enforcement of campus facility rules and regulations relative to health and safety

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the Federal and State OSHA rules and regulations as they pertain to common safety practices and procedures;
- Working knowledge in office terminology, procedures, and equipment;
- Working knowledge of the physical location and layout of the college facilities;
- Ability to conduct and facilitate individual and group safety training;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to provide guidance to employees on issues relating to safety;
- Ability to make independent decisions concerning the safety of employees and to act decisively when necessary;
- Ability to get along well with others and to establish and maintain effective working relationships;
- Ability to exercise critical judgment and craft solutions to problems;
- Ability to understand, interpret and follow oral and written directions;
- Ability to deal courteously and tactfully with the public while enforcing matters of health and safety;
- Good powers of observation;
- Position involves moderate visual effort;
- Physical condition commensurate with the demands of the position.