

Work Environment Health and Safety Assistant Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Approved: 9/6/95 BOCES Board Action

Revised: 01/08; 03/15

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in science, or in a health or medical-related field; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) administrative, medical, or technical experience in a community health agency, school health service, a laboratory, environmental or occupational health agency; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and above.

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 certification for the duration of employment.

2. The candidate must obtain NYS Code Enforcement Officer Certification within one year of appointment and maintain such certification for the duration of employment.

3. The candidate must obtain certification as a CPR Trainer within one year of appointment and maintain such certification for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position supports the Work Environment Health and Safety program. The incumbent assists the Coordinators of Work Environment Health and Safety with the creation and administration of work environment health and safety programs. The work is performed under the general supervision of the Coordinator with considerable leeway allowed for the exercise of independent judgment in the performance of these duties. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Develops and maintains record management systems for project activities;
- At the direction of the Coordinator, meets with staff and administrators in schools and community settings to disseminate information regarding new laws, regulations, workshops and training activities for area school personnel;
- Develops, implements and modifies procedures and activities for the program;
- Facilitates the flow of information between and among school staff, school administrators, and health providers;
- Assists the Coordinator of Work Environment Health and Safety with the creation, administration and coordination of health and safety programs;
- Assists the Coordinator in providing information to area school districts in the areas of public employees safety and health, toxic substances, asbestos abatement, hazardous waste disposal, fire codes, and other state and federal health and safety regulations;
- Assists the Coordinator in disseminating information and evaluating compliance with "Right to Know" activities, handicapped accessibility, and disaster preparedness;
- Provides code compliance, health and safety, and cardio-pulmonary resuscitation training for school district personnel;
- Under the direction of the Coordinator, assists school district personnel in developing policies and procedures to address code compliance and health and safety issues;
- Assists the Coordinator in the preparation of required State and Federal health and safety reports;

- Maintains appropriate certifications.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of work environment health and safety laws, rules and regulations;
- Working knowledge of basic office record keeping tasks and procedures;
- Ability to communicate effectively, both verbally and in writing;
- Ability to understand and interpret a variety of written material;
- Ability to coordinate training activities and serve as a group trainer when necessary;
- Ability to work independently;
- Ability to operate a computer using word processing, database management, and spreadsheet software (keyboarding speed is not a factor, however, accuracy is important);
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to understand and carry out complex oral and written instructions;
- Ability to establish and maintain cooperative relations with the employees, school administrators and other agencies; and
- Ability to gain cooperation of others and to project a professional image;
- Ability to accurately prepare a variety of detailed reports;
- Ability to establish priorities;
- Tact, courtesy, confidentiality and good judgment are required.
- The employee's physical condition shall be commensurate with the demands of the position.

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