

**TOMPKINS COUNTY CIVIL SERVICE  
VACANCY  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Campus Environmental Health & Safety Officer

**SALARY:** \$31.33/hr. (hire rate)

**TYPE OF EMPLOYMENT:** Full-Time

**ISSUE DATE:** 10/22/24

**THE FINAL DATE TO FILE APPLICATIONS:** 11/12/24

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 11/13/24

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**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.



## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850