

SAFETY COORDINATOR

One (1) Full-time Position @ 35 hours/week
Salary Range \$48,087 - \$73,642/year with Benefits

The Chautauqua County Office of the County Executive is seeking qualified applicants to fill a full-time Safety Coordinator position in the Mayville, NY offices. This is an administrative position that is responsible for leading and coordinating a multi-faceted approach to safety programs for Chautauqua County Government operations. The mission of the safety programs is to protect Chautauqua County employees and the public in areas that include environmental concerns for property, buildings, equipment and work methods. Work is performed under the direction of the County Executive with considerable latitude for the exercise of independent judgement. Supervision may be exercised over a small support staff and by enforcing policy and procedure standards with departmental employees involved with safety program support functions. Work is performed at multiple locations and requires frequent travel, often by operation of a County-owned vehicle. Does related work as required.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

A description of the duties and minimum qualifications are listed below.

PLEASE NOTE: Due to COVID-19 concerns and the safety of our staff and community, interested Candidates must complete and mail in the Chautauqua County Application for Examination/Employment (available on our website: www.co.chautauqua.ny.us click on "Employment").

Completed applications must be mailed to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757

Equal Opportunity Employer

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position that is responsible for leading and coordinating a multi-faceted approach to safety programs for Chautauqua County Government operations. The mission of the safety programs is to protect Chautauqua County employees and the public in areas that include environmental concerns for property, buildings, equipment and work methods. Work is performed under the direction of the County Executive with considerable latitude for the exercise of independent judgement. Supervision may be exercised over a small support staff and by enforcing policy and procedure standards with departmental employees involved with safety program support functions. Work is performed at multiple locations and requires frequent travel, often by operation of a County-owned vehicle. Does related work as required.

TYPICAL WORK ACTIVITIES:

Formulates policies and procedures for safety, security and loss control programs;
Coordinates all safety training and education courses and ensures that all necessary safety training and education is provided to the workforce;
Serves as a resource in safety matters providing expertise and advice to all levels of management and departmental safety specialists/liaisons as well as chairing the safety committee;
Reviews accident and safety reports and re-inspects work areas to eliminate or control physical or environmental hazards and practices;
Investigates accidents and near-accidents and prepares reports to produce data for trend analysis to plan hazard abatement policies;
Meets with department heads and supervisors to discuss training needs and the implementation of safety programs;
Evaluates county property, buildings and equipment for risk control purposes;
Inspects work sites and facilities for hazardous conditions in light of regulatory agency specified safety parameters;
Monitors hazardous materials inventories and ensures that Material Safety Data Sheets (MSDS) are available;

Researches information from state and federal regulations and other relevant resources and relates the information to work practices and advises departmental management of regulatory changes and requirements;
Samples the work environment for hazards such as noise, air quality and electrical hazards, reports the results to an administrator and recommends corrective action;
Keeps records, statistics and reports on safety training/education, accidents, sampling results, hazardous exposures, and the health and safety program;
Responsible for filing all required reports to regulatory agencies such as OSHA and PESH;
Performs periodic safety audits of all departments, facilities and equipment;
Administers evacuation drills and preparedness procedures;
Investigates reports/complaints from employees and regulatory agencies regarding health and safety items to address issues and immediate hazardous conditions;
Conducts insurance investigations concerning members of the public for instances of injury or loss/damage of property while on county grounds;
Reviews and approves subcontractor safety plans.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of Public Employee Occupational Safety and Health Act and regulations; Thorough knowledge of the principles and practices of proper safety methods, thorough knowledge of the proper use and availability of safety equipment and materials; good knowledge of the grounds, buildings, facilities, equipment and operations used in carrying on everyday activities within County Government functions; ability to develop a good working relationship with employees, and gain their cooperation in the establishment and maintenance of a sound safety program; ability to deal effectively both with employees and the public; ability to maintain accurate records and prepare clear and concise reports; initiative and resourcefulness; thoroughness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree and two (2) years of full time paid experience in the administration of an industrial or municipal safety program; OR
- B. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree and four (4) years of experience as listed in (A) above.
- C. Six (6) years of experience as listed in (A) above.

ADDITIONAL REQUIREMENT – Possession, at time of application, appointment and during service in this class, of a valid New York State Class D or higher driver's license.