

SAFETY PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This class involves assisting in the performance of a variety of functions related to the administration of a Municipal Safety Program. The incumbent will provide safety instruction for new employees. The work is performed under the general supervision of the Safety Coordinator or Chief Safety Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists Safety Coordinator with accident prevention and O.S.H.A. compliance programs on-site at municipal work locations;
 Assists Safety Coordinator with safety training programs;
 Assists Safety Coordinator in the follow-up of employee accidents and injuries;
 Provides safety orientation for new employees using materials prepared by the Safety Coordinator;
 Assists Safety Coordinator with inspections of various tools, equipment and municipal buildings/work sites in respect to safety factors;
 Maintains a variety of records and reports as directed;
 Assists Safety Coordinator with the evaluation and implementation of safety suggestions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of safety procedures; good knowledge of construction industry and its related tools, machinery and procedures; good knowledge of office terminology, procedures and equipment; ability to compile data and prepare correspondence, reports and other materials; ability to establish and maintain cooperative relationships; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Health and Safety, Fire Protection Technology or closely related field; or
2. Graduation from high school or possession of a high school equivalency diploma and two years experience administering safety programs in the public or private sector or investigating causes for preventive measures for accidents for insurance company or similar experience.
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

REVISED: AUGUST 11, 1993

CIVIL SERVICE CLASSIFICATION: COMPETITIVE