

## PROGRAM ADMINISTRATOR (HEALTH AND SAFETY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class plans, organizes, and evaluates a complete program in the field of health and safety ensuring the implementation of a comprehensive program designed to maintain and improve safe working conditions for employees either on a county-wide basis or for large departments with multiple locations within the County, as well as to ensure compliance with local, state and federal mandates. The incumbent is also responsible for the coordination of contracted services provided by Pro Safety or other external agencies. This classification is distinguished from the Program Specialist (Health and Safety) in that the Program Administrator is responsible for the design and development of a comprehensive health and safety program while also personally presenting specialized select training and instruction. Supervision may be exercised over clerical and program support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops and implements an ongoing health and safety program for the County and/or large department and ensures that effective coordination is maintained;

Coordinates development and delivery of health and safety services with Pro Safety or other contracted providers;

Creates and implements administrative reporting and monitoring requirements for the program;

Develops program policy and procedures within departmental guidelines, and recommends changes in program organization, methods and procedures, as required;

Develops, administers, conducts and evaluates educational programs to provide individuals with information related to Health and Safety practices and procedures with regard to buildings and physical plants such as wastewater treatment plants;

Inspects work locations, activities and equipment to identify compliance issues and unsafe conditions and to monitor measures intended to ensure compliance and improve or maintain safety;

Participates in planning measures to remedy unsafe conditions; determines costs, and ensures that corrective measures are taken;

Prepares instructional bulletins on health, safety and fire prevention practices;

Administers the training programs for the department's supervisors and staff in the use of safe work methods and safety equipment;

Reviews conditions under which accidents occur and recommends safety procedures or equipment to correct unsafe conditions;

Assists and participates in the departmental accident and review board proceedings;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Implements and ensures adherence to ongoing inspection and preventive maintenance programs for environmental health and fire safety equipment;

Develops and implements performance standards and conducts periodic program reviews for quality control;

Develops, administers and monitors programs designed to promote safety practices;

Analyzes and monitors the operation and effectiveness of safety procedures at facilities to ensure compliance with program goals and objectives;

Evaluates and monitors program progress and recommends changes and procedures to meet program objectives;

Develops, administers and monitors departmental health and safety programs to ensure compliance with local, state and federal regulations;

Assists in the instruction of employees in the use of safety equipment and safe work methods;

Attends conferences and meetings to ensure the effective implementation of program guidelines and policies as well as compliance with local, state and federal OSHA and fire safety regulations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Performs other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the New York State Occupational Safety and Health Act; good knowledge of safety, health and fire prevention methods, procedures, and equipment; ability to recognize health and safety problems and to formulate, implement and effectively integrate solutions with ongoing operations; ability to gather and compile information for the preparation of oral and written reports; ability to establish and maintain effective working relationships with management and employees; ability to provide instruction in safety measures; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound judgment; integrity; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and five years of experience where the primary function of the position was in the delivery and/or administration\*\* of health and safety program activities.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree\* may be substituted for one year of the above stated general experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

\*\*NOTE: Administration of a program involves functions such as planning, resource allocation, program evaluation, regulatory reporting and development of procedures for appropriate subject matter programs.

SPECIAL REQUIREMENT: Possess and maintain a valid license to operate a motor vehicle in the State of New York.