

PROGRAM COORDINATOR (SAFETY AND ENVIRONMENTAL PROTECTION)
(Town/Village of Harrison)

GENERAL STATEMENT OF DUTIES: Administers and coordinates programs for health and safety in the workplace; provides technical assistance and monitors environmental matters; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Public Works, an incumbent of this class is responsible for administering the health and safety program; providing technical assistance pertaining to the workplace health and safety rules and environmental matters for the Department of Public Works and other Town/Village agencies, as assigned. An incumbent of this class prepares and conducts employee training, recommends safety standards, conducts safety audits, coordinates specialized training, performs environmental sampling, monitoring and maintains program records. Supervision is generally an aspect of this position.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements programs to promote and improve safety conditions and ensures that effective coordination is maintained;

Monitors implementation of safety programs to ensure constant awareness and proper practices are followed;

Inspects work sites, and conducts inspections of work sites, activities and equipment to detect existing or potential safety hazards; recommends, develops and implements corrective measures;

Reports unsafe conditions and recommends corrective measures;

Coordinates or develops training programs designed to reduce risk and promote safety consciousness, and conducts or oversees training sessions;

Investigates conditions under which accidents and incidents have occurred and recommends safety procedures or equipment to correct unsafe conditions and to help reduce the potential for accidents;

Maintain departmental records for safety and environmental training programs;

Performs environmental monitoring and sampling;

Conducts training of Town/Village personnel;

Responds to environmental problems and complaints, such as spills, and coordinates with other regulatory agencies, such as New York State Department of Environmental Conservation and Westchester County Department of Health;

Prepares reports on program activities;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Assists in the development of annual program budget;

Conducts annual review and drafts updates to health and safety program documents;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the Federal and New York State Occupational Safety and Health Act; good knowledge of Federal and State regulations regarding occupational health, safety and environmental protection, OSHA, PESH, NYSDEC, WCDH and local regulations; good knowledge of American National Safety Institute (ANSI) Standards; good knowledge of safety and practices, procedures and equipment, including assessment of chemical and physical hazards; good knowledge of environmental regulations including monitoring and sampling procedures; ability to recognize health and safety and environmental problems and formulate, implement and effectively integrate solutions with ongoing operations; ability to develop an emergency response to environmental problems including petroleum and chemical spills; ability to gather and compile information; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with management and employees; ability to provide instruction on safety measures; ability to effectively use computer applications such as spreadsheets, word processing, calendar, 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: High school graduation or possession of a high school equivalency diploma and either: a) graduation from a recognized college or university with a Bachelor's Degree and four years of experience with a public agency or private industry involving administration and development of health, safety and environmental control programs; or b) eight years of experience as outlined in (a) above; or c) a satisfactory equivalent combination of the foregoing training and experience.

Town/Village of Harrison

Job Class Code: 0502

J.C.: Competitive

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