

SAFETY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the department head, the incumbent in this class is responsible for developing, implementing and maintaining safety/health policies, procedures and training of personnel as it applies to all local, state and federal statutory and regulatory safety requirements affecting City of Albany personnel. This is a middle management position with authority to access and review all documents and information relevant to compliance activities such as medical, training and performance records. Responsibility also involves ongoing education and consultation with division heads and administrators to keep them advised of current requirements and/or changes; monitoring compliance on an on-going basis; ensuring proper procedures for reporting and documenting conformance to standards are followed; and developing methods for corrective action when problems are identified.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees, monitors and maintains the City of Albany's safety compliance program to promote safety/health prevention in conformance with Federal, State and local laws and requirements;
- Supervises the development of written procedures and standards of conduct for implementing and monitoring compliance to regulations, codes and standards set forth by governmental regulatory agencies;
- Develops a system of safety training, scheduling and maintenance for all employees to increase safety awareness;
- Provides consultation and technical expertise to administrators on safety regulatory requirements and suggests procedures to ensure compliance;
- Analyzes work practices, inspects facilities to review work site conditions and renders decisions on matters of safety;
- Conducts programs to foster increased safety awareness;
- Maintains required safety records for employee's medical, testing and training history, and schedules appropriate updates as needed;
- Drives a vehicle in the performance of duties;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of procedures, policies and practices regarding work place, work site and facilities safety;
- Thorough knowledge of local, state and federal statutory and regulatory requirements affecting municipal employees, services or work practices involving safety;
- Thorough knowledge of the principles and practices of administration;
- Good knowledge of investigative practices and techniques;

- Good knowledge of interviewing techniques to elicit information;
- Good knowledge of personal computers and office equipment;
- Ability to monitor, conduct analyses and identify problems and critical factors in order to develop methods for corrective action;
- Ability to develop and maintain effective working relationships with employees in order to promote compliance with applicable codes and standards;
- Ability to communicate effectively, both orally and in writing;
- Ability to give verbal and written presentations;
- Ability to provide safety training to employees;
- Ability to organize, assemble, categorize and prepare data for reporting purposes;
- Good judgment;
- Dependability;
- Resourcefulness;
- Accuracy;
- Initiative;
- Tact and courtesy;
- Integrity;
- Discretion;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Health, Business, Public Administration or related field (including health care) and four (4) years of satisfactory, fulltime, paid experience in an administrative, managerial or leadership position which involved the implementation of standards of practice; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration, Human Services, Nursing or related field and six (6) years experience as define by the limits of A.; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

This position requires an incumbent to work flexible hours including evenings, weekends and holidays as needed.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.