

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 05/17/01
Revised: 09/15/10, 09/07/22

EMPLOYEE HEALTH AND SAFETY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for planning, developing, implementing and managing a comprehensive health and safety program for the City of Ithaca. The incumbent will work with department heads and supervisors to establish and maintain health and safety standards and training programs relevant to individual departmental operations, and will coordinate the integration of departmental programs into the City-wide health and safety program. The incumbent serves as a resource person in the inspection of facilities, work and/or use processes, identification of hazardous and potentially hazardous conditions, and in the elimination of such conditions. The work may also include evaluating and addressing health and safety issues at City-owned facilities and properties that impact the general public. The work is performed under the general supervision of the Director of Human Resources. Does related work as required.

TYPICAL WORK ACTIVITIES:

Designs, in coordination with City departments, health and safety programs relevant to departmental functions;

Develops, maintains, and conducts a comprehensive program of safety and health education and training, which includes bulletins, manuals, and other safety-awareness techniques as well as meetings with employees and department heads to elicit support and conduct training;

Conducts regular inspections to observe conditions and work practices to provide feedback, as well as inspections of accident and loss sites to determine causes;

Informs department heads of operating procedures or working conditions which are potentially hazardous and/or not in compliance with State or Federal safety guidelines, and ensures improvements;

Establishes and maintains a central file system, which includes departmental reports of hazard identifications and progress of elimination, loss control information and reports and other information as appropriate;

Recommends specific safety programs to reduce accidents;

Provides case management for work related injuries and illnesses, works with workers compensation claimants and the health professional treating them to insure that medical attention is prompt and appropriate;

Coordinates Drug and Alcohol Testing Program for CDL holders;

Coordinates city-wide safety & health committee;

Coordinates city-wide wellness committee;

Reviews legislation and rules and regulations affecting safety and health standards and advises on the need for modifying jurisdiction standards;

Meets with department heads and union representatives to discuss safety, health and wellness programs;

Serves as contact person for City workplace safety issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of federal, state and departmental laws, rules and regulations regarding employee and occupational health and safety; good knowledge of the Occupational Safety and Health Act, Asbestos Hazard Emergency Response Act, The Right to Know Laws, and NYS Fire Prevention and Building Codes as interpreted by the NYS Department of Labor; good knowledge of the principles and techniques of safety training; good knowledge of generally accepted and/or referenced standards applicable to occupational safety and health; ability to conduct investigations, analyze findings and implement appropriate corrective action; ability to establish and maintain a record system for safety control; ability to develop effective working relationships with individuals at all levels; ability to use computerized management tools, including data base, word processing and spreadsheet software; ability to successfully work with and serve a diverse local community; initiative; good judgement; confidentiality; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Engineering, Industrial Safety, or a closely related field with similar course curriculum and two (2) years of full-time paid (or the equivalent part-time and/or volunteer) experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety; OR
- B. Possession of an Associate's Degree in Engineering, Industrial Safety, or a closely related field with similar course curriculum and four (4) years of full-time paid (or the equivalent part-time and/or volunteer) experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety; OR
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid (or the equivalent part-time and/or volunteer) experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety; OR
- D. Any equivalent combination of training and experience as described in (a), (b) and (c) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.