

The City of Troy is seeking applications for the position of

Health & Safety Coordinator

The salary for this position is \$60,000

DISTINGUISHING FEATURES OF THE CLASS:

Under the general supervision of the Personnel Officer, with wide leeway to allow for exercising independent judgment in the planning and carrying out of assigned duties, an incumbent of this class is responsible for administering the health and safety program and providing technical assistance pertaining to the workplace health and safety rules for city departments. An incumbent of this class prepares and conducts employee safety training, recommends safety standards, conducts safety audits, conducts risk assessments, coordinates specialized training, and maintains program records. Supervision may be exercised over subordinate staff.

TYPICAL WORK ACTIVITIES: (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;
- Conducts risk assessments and inspects work sites, activities and equipment to detect existing or potential safety hazards;
- Responsible for the administration of the City's Workplace Violence Prevention Program, conducting risk assessments and worksite inspections, annual training for employees, and investigating complaints;
- Recommends, develops and implements corrective measures;
- Reports unsafe conditions to department heads and recommends corrective measures;
- Coordinates or develops training programs designed to reduce risk and promote safety consciousness, and conducts or oversees training sessions;
- Responsible for maintaining compliance with NYS regulations, obtaining injury information and reports, verifying absence and injury information, preparing and submitting reports to NYS and federal agencies, and informing city departments and the city administration of changes and updates to Workers' Compensation requirements;
- 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;
- Maintains departmental records for safety training programs;
- Responds to safety problems and complaints, and coordinates with other regulatory agencies, such as PESH and Rensselaer County Department of Health;
- Prepares reports on program activities;
- Conducts annual reviews and drafts updates to health and safety program documents;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, and PERSONAL CHARACTERISTICS:

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, Rensselaer County DOH and local regulations; good knowledge of American National Safety Institute (ANSI) Standards; good knowledge of safety practices, procedures and equipment, including assessment of chemical and physical hazards; 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; ability to gather and compile information; ability to communicate effectively, both orally and in writing; ability to gather and compile information; ability to provide instruction on safety measures; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email, and database software; sound judgment; integrity; initiative; resourcefulness; and tact.

MINIMUM QUALIFICATIONS:

a) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree or higher in Occupational Health and Safety, Occupational or Industrial Safety, Engineering, Biology, Chemistry, or a related field;

OR

b) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with an Associate's Degree in Occupational Health and Safety, Occupational or Industrial Safety, Engineering, Biology, Chemistry, or a related field AND two (2) years of full-time (or equivalent part-time) paid experience involving the development and implementation of occupational safety and health, risk management, or loss prevention programs, or the administration of safety education training or Workers' Compensation;

OR

c) Graduation from high school or possession of a high school equivalency diploma AND four (4) years of full-time (or equivalent part-time) paid experience involving the development and implementation of occupational safety and health, risk management, or loss prevention programs, or the administration of safety education training or Workers' Compensation;

OR

d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

NOTE: Experience in the property insurance field performing site inspections or investigating claims related to loss or safety will be accepted as qualifying experience in (a), (b) and (c) above.

SPECIAL REQUIREMENTS:

The incumbent must possess and maintain a valid NYS Drivers' License throughout the duration of employment in the title.

The selected qualified candidate will be required to take an exam administered by the NYS Dept. of Civil Service and become reachable on the resulting eligible list to secure permanent status in the title. If not a Troy resident, the successful candidate will have ninety (90) days to move into the City and maintain residency.

The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.

Please forward *Employment Application demonstrating that you meet the minimum qualifications of the position by

Friday, May 7, 2021

to:

City of Troy Personnel/Civil Service Office

433 River Street

Troy, NY 12180

Email: employmentopportunities@troyny.gov

Fax: 518-268-1686

* <https://www.troyny.gov/wp-content/uploads/2020/03/Employment-Application.pdf>. You may submit a resume in addition to a complete City of Troy Employment Application.