

Jurisdictional Class: Competitive  
EEO Category: Officials & Administrators  
Adopted: 01/15/2024

## **DIRECTOR OF OCCUPATIONAL HEALTH AND SAFETY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for the development, implementation, and enforcement of occupational health policies and procedures to promote and ensure safety operations throughout the County. The work is performed in accordance with established policies and procedures including OSHA/PESH regulations. Work is performed in accordance with general policies and under the general direction and review of an administrative superior. Supervision over the work of others is not the responsibility of this class and considerable latitude is given for the exercise of independent judgment in planning and carrying out the details of the work. Direct Supervision is exercised over safety officer and other related staff. General Supervision is exercised over all employees in relation to Occupational Health and Safety activities. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Develops, implements, and enforces safety programs and policies;  
Advises Commissioner and Deputies in matters pertaining to occupational health and safety;  
Formulate and deliver requisite training sessions encompassing a spectrum of subjects, such as Right-to-Know/Hazard Communication, Confined Space, Respiratory Protection, Ergonomics, Shop/Equipment Safety, and pertinent Federal/State regulations;  
Participate in labor-management safety and health meetings;  
Engage actively in emergency planning and response initiatives, assuming a pivotal role as safety officer in all County commanded incident responses.  
Monitor and compile monthly metrics related to environmental and occupational safety, and subsequently generate comprehensive reports;  
Monitors and enforces all Federal, State, and Local safety regulations;  
Plans, develops, and conducts safety seminars and training programs;  
Assists in the investigation of accidents on property to determine causes and develop appropriate remedial actions;  
Maintains records to satisfy OSHA/PESH and Toxic Substances reporting requirements;  
Reviews accident reports submitted by claimants;  
Recommends action to be taken in cases of violation of safety rules and regulations;  
Reviews requests for safety equipment to determine whether they meet Federal and State standards and makes recommendations on new purchases;  
Maintains liaison with individuals who are responsible for formulating safety legislation;  
Forms safety committees of personnel in all areas of the department and directs their activities;  
May serve as the representative on local and State Government safety committees;  
May participate as an instructor in both classroom and on-the-job safety training;  
May appear at compensation hearings, up to and including, appeals before the Workers' Compensation Board;  
May assist in the review of new construction plans and specifications to eliminate potential built-in hazards.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of Federal, State and local laws, rules and regulations pertaining to worker safety and health practices; Thorough knowledge of general worker safety principles, practices and techniques; ability to conduct accident investigations; ability to read and understand complex written directions; ability to establish and maintain an effective working relationship with employees and management; ability to speak effectively before large groups; ability to prepare and conduct training seminars; ability to organize, interpret and use forms, records and documents required in the administration of the OSHA Programs; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to express oneself clearly and concisely, both orally and in writing; ability to respond to emergency situations in a sound, quick manner; mechanical aptitude; industry; dependability.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of Bachelor's degree **AND** four (4) years of experience involving responsibility for the administration, training, coordination, or enforcement of job safety or environmental health and safety regulations; **OR**
- (B) Possession of Associate's degree **AND** six (6) years of experience involving responsibility for the administration, training, coordination, or enforcement of job safety or environmental health and safety regulations.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

**NOTE:** Degree(s) 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/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay