

Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 06/23/2026

SAFETY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves performance of tasks involving the development, implementation, and enforcement of a safety program covering employees. The work is performed in accordance with established policies and procedures including OSHA/PESH regulations. Duties are performed under the general supervision of a higher-level superior, with leeway allowed in designing and carrying out the details of the safety program. Supervision over the work of others is not a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops, implements and enforces a safety program;
Inspects work areas and public facilities to identify and correct conditions which pose significant risk of accidental injury to employees and the general public;
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;
Recommends changes in job procedures to eliminate safety hazards;
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;
May occasionally need to carry out inspections out of doors and/or at night or in the evening.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State and local laws, rules and regulations pertaining to worker safety and health practices; good 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; willingness to make field investigations in adverse weather conditions during other than normal duty hours.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree **AND** two (2) 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** four (4) years of experience involving responsibility for the administration, training, coordination, or enforcement of job safety or environmental health and safety regulations.
- (C) Graduation from a high school or possession of a high school equivalency diploma **AND** seven (7) 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. The license must remain valid throughout the 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 the evaluation fee.

Adopted: 10/29/1986
Revised: 08/14/1996, 06/27/2005, 10/15/2015, 10/25/2016, 12/06/2017, 03/04/2019, 08/09/2022,
06/23/2026