

SAFETY PROGRAM COORDINATOR
CHAUTAUQUA COUNTY DEPARTMENT OF PUBLIC FACILITIES
SALARY RANGE: \$26.85 - \$34.93/HOUR + BENEFITS

The Chautauqua County Department of Public Facilities is currently accepting applications for the title of Safety Program Coordinator. A person in this class works to establish and maintain a comprehensive accident prevention and training program for the Department of Public Facilities, in accordance with accepted safety principles. Work is performed in related safety coordination activities for the Department of Public Facilities involving sampling, monitoring and remediation of regulated process of the Landfill and Highway operations. Work performed is under the general supervision of the Director of Public Facilities. No supervision is exercised over other employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Inspects work sites and facilities for hazardous conditions in light of OSHA regulations and reports finding to management;
- Administers the County's Drug and Alcohol Program for all employees holding a CDL, including but not limited to: new hire drug testing; random drug/alcohol testing, positive case response and follow-up, recordkeeping and documentation;
- Researches information from state and federal regulations, periodicals, and the internet, relates the information to work practices and advises management of regulatory changes;
- Develops and provides safety training as related to DPF operations (i.e.: chainsaw safety, PPE, crane safety; etc.);
- Samples the work environment for hazards such as noise, air quality and electrical hazards, reports results and takes corrective action;
- Performs hearing examinations, medical monitoring and fit testing for employees using respirators;
- Keeps records on training and sampling results; reporting accidents, exposures, hazardous exposures, etc. as necessary to the Insurance Administrator (Finance);
- Investigates work related accidents and coordinates with Workers Compensation, physicians, and the employee regarding return to work, rehabilitation needs or accommodations;
- Investigates worker complaints regarding health and safety issues to address OSHA violations and immediate hazardous conditions;
- Administers the Countywide CDL Training program;
- May perform sampling, monitoring and reporting tasks in support of NYS DEC SPEDES permit;
- Performs support activities Department of Public Facilities permit requirements as assigned.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Flex Spending Account | - Personal Days |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of hands-on experience running equipment in the construction or resurfacing of roads or bridges.

ADDITIONAL REQUIREMENTS:

Possession, at time of application, appointment and during service in this class, of a valid Class A CDL with air brakes certification. Licensee must obtain an "X" endorsement and must have any "E" Restrictions, limited to Automatic Transmissions, removed from their CDL license within six (6) months of date of appointment.