

SAFETY ENGINEER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: A Safety Engineer Trainee will spend the first year participating in on-the-job training to acquire the skills of a Safety Engineer. Decreasing the frequency and severity of incidents, avoiding occupational illnesses plus maintaining compliance with federal, state, and local regulations are the incumbent's goals. Duties are performed under general supervision with wide latitude allowed for the use of independent judgement in carrying out the duties of the position. Direct supervision may be exercised over personnel during investigations and during implementation of worksite safety changes. A Safety Engineer Trainee does related work as required.

TYPICAL WORK ACTIVITIES:

- Assesses current work practices affecting employee safety and implements changes before incidents occur;
- Conducts or arranges safe work procedure training programs;
- May stop any operation that is an imminent danger to workers until the hazard is corrected;
- Leads workplace violence hazard reduction team meetings and/or safety meetings;
- Performs hazard and fire safety inspections of County facilities;
- Establishes rules and procedures regarding safety issues;
- Investigates accidents/incidents involving County personnel, equipment or property;
- Assists with investigations of alleged workplace violence, harassment, misconduct or discrimination;
- Acts as the County claims adjuster for first or third party claims against the County;
- Establishes requirements for personal protective equipment;
- Maintains an accident/illness recording system;
- Acts as a liaison between the County and insurance companies, agents, brokers as well as federal, state, local, and private agencies on all risk related matters;
- Completes all OSHA/PESH injury/illness reporting and any other required safety related reporting to government entities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles of occupational safety and health; good knowledge of Federal OSHA, New York State Dept. of Labor Safety and Health Regulations, Workplace Violence laws, Right-To-Know law and Fire Protection Code; knowledge of insurance policies and claims adjusting; ability to conduct accident investigations; ability to review plans and equipment specifications for adherence to OSHA and other safety regulations; ability to conduct personnel training sessions; ability to prepare equipment specifications, narrative and tabular reports; ability to establish cooperative relationships with elected officials, regulatory agency personnel, department heads and employees; mechanical aptitude; attention to detail; physical condition sufficient to perform the essential functions of this position.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's Degree in Environmental Health and Safety, Risk Management and Insurance, Public Administration, Human Resources, Legal Studies, Criminology or a closely related field;

OR

- B) Possession of an Associate Degree in Environmental Health and Safety, Risk Management and Insurance, Public Administration, Human Resources, Criminology or a closely related field and one (1) year of experience in occupational safety and health, insurance, legal proceedings or investigations. (Proof of certification in a safety related field may be used in lieu of the required work experience).

NOTE: Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: At time of appointment, must possess and maintain a valid Driver's License to operate a motor vehicle in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 11/18/87

Reviewed: 1/9/23