

SAFETY TECHNICIAN (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This work involves arranging and conducting various Safety Training Programs for BOCES and assigned school districts. The incumbent is responsible for maintaining a current inventory of hazardous materials and material safety data sheets (MSDS). Duties are performed under direct supervision with leeway allowed for the use of independent judgement in carrying out the duties of the position. A Safety Technician does related work as required.

TYPICAL WORK ACTIVITIES:

- Trains school district personnel in hazard communications and the reading and use of material safety data sheets;
- Assists in developing and training BOCES and/or other school district personnel in safety related programs such as: respiratory protection, confined space entry, etc;
- Responsible for preparation and maintenance of a chemical inventory and the related material safety data sheets (MSDS) for various school districts;
- Keeps records of personnel who complete requirements of training seminars;
- Assists in compiling and preparing materials necessary to conduct safety related training sessions;
- May perform duties and responsibilities of the position using an electronic data processing system.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS: Knowledge of the principles of occupational safety and health; knowledge of Federal OSHA, New York State Department of Labor Safety and Health Regulations, Right-to-know Law and Fire Protection Code; ability to conduct personnel training sessions; ability to prepare narrative and tabular reports; attention to detail; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of an associate degree and one (1) year of experience in Occupational Safety and Health Programming;

OR

- B) Three (3) years of experience as described in A).

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.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 2/16/95

Revised: 8/5/22