

## **SAFETY/WELLNESS SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical work involving planning and implementing a comprehensive safety program, which includes departmental standards for the protection of employees and the public use of municipal-owned properties and facilities for which they are responsible, as well as acting as a resource person in the inspection of facilities, work practices and for identification of hazardous and potentially hazardous conditions and in the elimination or reduction of such conditions. This position is also responsible for coordinating and overseeing various health promotional activities, health screening and coordination of health and wellness education for employees, retirees and dependents. The work is performed under the general supervision of the Manager of Risk and Insurance. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

#### Safety Related Activities:

Recommends standards for a municipal safety program to include objectives, policies and procedures for identifying, reporting and controlling hazardous conditions and practices;

Provides advice and counsel to various departments and offices regarding individual safety programs;

Makes regular routine inspections of facilities/job sites to observe potentially hazardous conditions and work practices as well as inspections and investigation of accident and loss sites to determine causes and arrive at means to prevent similar accidents from recurring;

Develops and maintains a comprehensive program of safety education and training designed to prevent work-related accidents and injuries which includes training sessions, bulletins, manuals, contests and other safety-awareness techniques;

Conducts meetings with employees and with department heads to provide training and elicit suggestions for the programs;

Establishes and maintains a central file system, which includes departmental reports of hazard identifications and progress of the corrective action, loss control information and reports and other information as appropriate to capture loss statistics for use in program development;

Reviews legislation and rules and regulations (including but not limited to: NFPA, OSHA, FAA, VCAHO, NEC, LSC101 ESC, NESC, NYSDOL, DOT, CDL, EPA, DEC, and AHERA) affecting safety and health standards that govern public and employee safety and facility protection and advises on the need for modifications to meet jurisdiction standards;

May act as liaison with advisory committees and officials relative to the safety program;

Reviews plans for new buildings and renovations in order to ensure compliance with various safety codes and standards;

Provides technical advice, i.e. provides answers to loss control, safety, fire prevention, and loss prevention questions;

Wellness Related Activities:

Coordinates County/outside resources to provide health screenings such as blood pressure, cholesterol and pulmonary functions;  
Coordinates County/outside professional resources to provide health/wellness counseling and education classes for smoking cessation, weight loss, nutrition education, stress management, time management, drug free workplace, AIDS education, team building and communications;  
Acts as liaison to EAP and employees through EAP committee;  
Coordinates and oversees secretarial support in continuing community discount promotional activities, and lending library of resources;  
Evaluate available programs of health promotional activities to provide the greatest cost benefit to the County to the greatest employee base.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of safety plans and programs as would relate to county operations;  
Working knowledge of pertinent sections of the Occupational Safety and Health Act standards and regulations and other regulatory agencies as applicable as well as pertinent rules and regulations of New York State departments;  
Working knowledge of loss control methods of primary risk exposures;  
Ability to coordinate and administer a continuing program of safety and wellness information and training;  
Ability to make investigations, analyze findings recommend and implement corrective actions;  
Ability to establish and maintain a record system for safety control;  
Ability to express oneself clearly and concisely both orally and in writing;  
Ability to establish and maintain effective working relationships with groups and individuals;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public or business administration, engineering, industrial safety, or a closely related field; OR
- B) Four years experience as a building contractor, construction foreperson, claims adjuster, insurance underwriter or similar position responsible for inspecting or investigating for loss or safety; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.