

SAFETY TECHNICIAN ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the School Health & Safety Coordinator, and the Safety Technician, incumbent will work closely with, and learn from, the other professionals, gaining experience and knowledge. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists the School Health & Safety Coordinator and the Safety Technician conducting inspections, including building inspections to assess possible risks of exposure to potential hazards in schools, well as fire extinguisher inspections; Assists in preparing for workshops, drills, and other similar activities in order to keep participating school districts current with changes in laws and regulations concerning health and safety issues and a multi-hazard approach to emergencies and Homeland Security issues; Assists in researching and summarizing regulations and laws in the areas of health and safety, in drafting proposed changes for emergency planning procedures, and with documenting compliance with laws and regulations; Assists in completing health and safety reports, as needed; Uses computer applications such as spreadsheets, word processing, email, calendar, and database software in the performance of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of statutory and regulatory requirements relating to health, safety, and emergency planning in schools; Working knowledge of toxic substances and their potential adverse effects; Working knowledge of the multi-hazard approach to emergencies and Homeland Security issues; Ability to make inspections, analyze findings, and determine corrective action; Ability to communicate effectively both orally and in writing; Ability to effectively use computer application software; Ability to maintain effective working relationships; Ability to work under direct supervision and independently; Initiative; Tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT

Possession of an appropriate level New York State driver's license at the time of appointment which must be maintained during employment.

Adopted 11/1/24