

## **GENESEE COUNTY**

### **SAFETY COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Working under the general direction of the Chief Executive Officer, or his designee, an employee in this class is responsible for determining whether conditions in public buildings and other areas of public assembly are in significant compliance with applicable safety codes and practices. With latitude is allowed for the exercise of independent judgment, in carrying out these assignments. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Makes periodic inspections of buildings and other work sites within his jurisdiction, to determine whether safety standards are being complied with adequately;  
Issues notices of conditions requiring remedial attention;  
Makes recommendations for procedures which will increase safety of personnel and property;  
Plans, organizes, and implements training programs on safety procedures;  
May supervise a small number of clerical workers;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the theories, methods of safety procedures, and codes and regulations, as they pertain to public buildings and agencies; good knowledge of the equipment and appurtenances found in schools, offices, and public works departments; ability to establish and maintain good working relationships with others; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:** Any combination of experience and training indicating ability to do the work effectively.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class  
Non-Competitive (PT)  
Adopted 4/3/81