

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

<u>TITLE:</u>	Employee Health and Safety Coordinator
<u>LOCATION:</u>	City of Ithaca - Human Resources Department
<u>SALARY:</u>	\$53,211 with subsequent step increases

The City of Ithaca seeks an Employee Health and Safety Coordinator. The successful candidate will have experience in industrial and/or construction safety and practical experience in enforcing OSHA regulations. This individual will be instrumental in revising and implementing the City's safety plan.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for planning, developing, implementing and managing a comprehensive health and safety program for the City of Ithaca. The incumbent will work with department heads and supervisors to establish and maintain health and safety standards and training programs relevant to individual departmental operations, and will coordinate the integration of departmental programs into the City-wide health and safety program. The incumbent serves as a resource person in the inspection of facilities, work and/or use processes, identification of hazardous and potentially hazardous conditions, and in the elimination of such conditions. The work may also include evaluating and addressing health and safety issues at City-owned facilities and properties that impact the general public. The work is performed under the general supervision of the Director of Human Resources. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in Engineering, Industrial Safety, or a closely related field with similar course curriculum and two (2) years of full-time paid (or the equivalent part-time and/or volunteer) experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety; OR
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Engineering, Industrial Safety, or a closely related field with similar course curriculum and four (4) years of full-time paid (or the equivalent part-time and/or volunteer) experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety; OR
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid (or the equivalent part-time and/or volunteer) experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety; OR
- D. Any equivalent combination of training and experience as described in (a), (b) and (c) above.

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SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

EXAM REQUIREMENTS: A civil service exam will be given at a later date.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of high school and college transcripts
- Copy of driver license

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last submission date indicated below. Postmarks are not accepted. All applications must be original applications. We do not accept faxed applications, electronic applications or photocopies of applications.

Applications will be accepted until position is filled.
Interviews anticipated for the 2nd or 3rd week of December.

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
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Web site: www.cityofithaca.org

The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

