

Campus Safety Officer Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Labor Grade: TC3 Grade of J

Approved: 0

Revised: 01/05; 06/13; 03/14

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) A total of 60 credit hours of college education, with an emphasis in Safety, Biology, Science, Chemistry, Occupational Safety or other related areas **AND** three-years previous work experience in the safety field; **OR**
- (b) Graduation from high school **AND** five years experience in safety training, occupational safety or closely related field; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

- (a) Possession of valid Class D New York State motor vehicle operator's license at the time of appointment and maintenance of such license for the duration of employment.
- (b) Certification as an Emergency Medical Technician through New York State is required. If a candidate does not possess certification at the time of employment, the incumbent must obtain this certification within one year of the date of appointment. The incumbent must maintain valid certification for the duration of employment.
- (c) Certification for RCRA hazardous material handling and disposal within 1 year of the date of appointment and continuing certification for the term of employment.

DISTINGUISHING FEATURES OF THE CLASS:

The Campus Safety Officer is responsible for the overall safety program for Tompkins Cortland Community College. The individual recommends, develops and coordinates safety standards training to ensure compliance with safety programs throughout the College. The work involves providing advice on accident prevention and occupational health concerns to management and employees. The Campus Safety Officer identifies areas of vulnerability related to safety hazards, promptly investigates accidents to determine the cause and recommends preventative measures for the future. Work is performed in accordance with policies and objectives outlined by the director with wide leeway allowed for the exercise of independent judgment in applying policy to specific cases. The Campus Safety Officer is responsible for ensuring that all state, local and national standards are met. The Campus Safety Officer may assist Campus Police as requested. The Campus Safety Officer reports to the Director of Facilities. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Performs routine inspections of college properties and premises to detect safety hazards and to complete code required inspections of life safety equipment such as sprinklers, fire alarms and fire extinguishers;
- Ensures that personal protective equipment is identified for each position requiring it and that it is being utilized correctly;
- Ensures that hazardous materials are safely disposed of or properly stored;
- Conducts training for the college community related to safety. For example: Right-to-Know, Tagout/Lockout, Bloodborne Pathogens, Chemical Hygiene, Confined Space Entry, Rabies Protection and Hazardous Materials Response;
- Responsible for overseeing the College's chemical hygiene program (excluding the Academic departments);
- May act as liaison with state and federal regulatory agencies, local health and safety organizations, and others as directed by the Director of Facilities;
- Assists the Director of Facilities in securing bids for maintenance and testing services for life safety systems and ensures that the work is completed as required and retains the records of the inspections;

- Coordinates and directs the testing of fire alarm systems for the College properties as required by NYS Code;
- Acts as a first responder for medical emergencies and prepares reports of the incident;
- Provides emergency medical services such as administration of oxygen, first aid, etc. to accident or other emergency victims;
- Reviews and cites sections of the NY State, national and local codes in the performance of the duties of the position;
- Serves as a member of the College Health and Safety Committee;
- Serves as a member of the College's Chemical Hygiene Committee;
- May assist in the investigation of accident and/or injury incidents;
- May assist in the enforcement of campus facility rules and regulations (such as parking and smoking).

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the Federal and State OSHA rules and regulations as they pertain to common safety practices and procedures;
- Working knowledge in office terminology, procedures, and equipment;
- Working knowledge of the physical location and layout of the college facilities;
- Skill in the performance of emergency patient care;
- Ability to conduct and facilitate individual and group safety training;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to provide guidance to employees on issues relating to safety;
- Ability to make independent decisions concerning the safety of employees and to act decisively when necessary;
- Ability to apply first aid techniques and to think quickly and act effectively in emergency situations;
- Ability to provide EMT Basic level or above medical care in accordance with New York State standards;
- Ability to get along well with others and to establish and maintain effective working relationships;
- Ability to exercise critical judgment and craft solutions to problems;
- Ability to understand, interpret and follow oral and written directions;
- Ability to deal courteously and tactfully with the public while enforcing laws, rules and regulations;
- Good powers of observation;
- Position involves moderate visual effort;
- Physical condition commensurate with the demands of the position.

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