



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
January 3, 2017

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Industrial Hygiene Safety Specialist
Department of Water and Water Supply

The **Department of Water and Water Supply** has one (1) vacancy for the position of **Industrial Hygiene Safety Specialist** at a rate of **\$51,000/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit a resume AND/OR application to the Department of Human Resources, City Hall, Room 301, Albany, NY 12207 via e-mail to hr@albanyny.gov.

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

POSITION POSTED UNTIL FILLED.

INDUSTRIAL HYGIENE SAFETY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The Industrial Hygiene Safety Specialist develops, implements and maintains comprehensive safety and health programs. Incumbent utilizes independent judgment while performing various duties and functions of the department. The incumbent must also be able to manage change, communicate effectively and lead high-performance teams. This position reports directly to the Commissioner. Supervision of lower level personnel may be required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Implements and maintains comprehensive safety and health programs and conducts safety and process risk assessments;
- Analyzes safety data/trends (internal and external) and assist in the development of corrective action plans;
- Collaborates on a scheduled basis with the Commissioner and Management in appraising the performance of units, reviewing facility and personnel incident reports and trends;
- Collaborates and makes recommendations on action to be taken concerning safety and industrial hygiene issues;
- Assists Commissioner in implementing Department, Facility and Unit specific safety and industrial hygiene initiatives;
- Conducts frequent reviews of established Department industrial hygiene procedures to ensure ongoing effectiveness and compliance;
- Assists facilities and units in implementing improvement plans for noted deficiencies;
- Assists Department in developing and implementing procedures including Work task Safety Analyses, Safe Job Procedures, Standard Practices and PPE requirements.;
- Conducts walk-through of facilities, observing conditions and work practices. Takes immediate steps to modify unsafe practices and elicit required personnel to address housekeeping and unsafe conditions noted;
- Participates in the pre-start up safety review of new facilities, equipment or processes in conjunction with Engineering and Operating personnel;
- Participates in the development of facility specific safety and hygiene audit programs;
- Participates in the development and implementation of training programs for Department management and union personnel in compliance with OSHA/PESH regulations and recognize health hazards;
- Provides assistance in communicating new systems initiatives or system-related changes for any safety and IH systems in use at facility locations, and provides feedback on new initiatives or changes as needed;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of procedures, policies and practices regarding work place, work site and facilities safety;

- Thorough knowledge of local, state and federal statutory and regulatory requirements affecting municipal employees, services or work practices involving safety;
- Thorough knowledge of the principles and practices of administration;
- Good knowledge of investigative practices and techniques;
- Good knowledge of interviewing techniques to elicit information;
- Good knowledge of personal computers and office equipment;
- Ability to monitor, conduct analyses and identify problems and critical factors in order to develop methods for corrective action;
- Ability to develop and maintain effective working relationships with employees in order to promote compliance with applicable codes and standards;
- Ability to communicate effectively, both orally and in writing;
- Ability to give verbal and written presentations;
- Ability to provide safety training to employees;
- Ability to organize, assemble, categorize and prepare data for reporting purposes;
- Good judgment;
- Dependability;
- Resourcefulness;
- Accuracy;
- Initiative;
- Tact and courtesy;
- Integrity;
- Discretion;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State college with an Bachelor's Degree in safety, safety engineering, industrial safety or a closely related field and five (5) years of full time paid experience of industrial safety supervisory experience including extensive safety field experience and risk management background; **OR**
- B. Graduation from a regionally accredited or New York State college with an Associate's Degree in safety, safety engineering, industrial safety or a closely related field and seven (7) years of full time paid experience of industrial safety supervisory experience including extensive safety field experience and risk management background; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a New York State Driver's License is required at time of appointment and for the duration of employment.