

HIGHWAY SAFETY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for coordinating, organizing and supervising the enforcement of the County Highway and Facilities rules and regulations compiled for the safety and protection of department personnel as well as the general public. Responsibilities include monitoring the county road system to identify and address safety hazards that could result in injury. Work is performed under general supervision, with leeway for the exercise of independent judgment. Direct supervision relating to safety concerns and solving/eliminating safety problems and hazards is exercised over Highway and Facilities Department crews. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates, supervises and organizes the safety activities of the Highway and Facilities Department;
Coordinates efforts to identify and eliminate safety hazards on roads, such as damaged or missing guide rails, pot holes, damaged or missing road signs, trees blocking drivers' view of road signs or undermining of roadway;
Constantly checks highways, streets and department facilities for safety hazards;
Checks road crews to ensure that safety procedures are being adhered to (ie., personnel wearing appropriate safety protective equipment, road work warning signs are properly placed and flaggers are following safe flagging procedures);
Arranges safety meetings with supervisory personnel to discuss safety procedures;
Recommends new safety procedures if needed;
Assists with specifications for new equipment purchases, bids submittal evaluation and equipment selection recommendations;
Assists with the analysis of bids/quotes from vendors for conformity to contract/specification requirements and determines acceptable bids;
Assists with purchases of materials such as guiderail and associated hardware;
Assists with the selection of vendors and materials for maintenance or new construction;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of safety practices for all facets of operations in a highways and facilities department; good knowledge of materials and methods associated with road construc-

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tion/maintenance work; good knowledge of traffic control and safety procedures at and around road construction and repair sites; good knowledge of road construction terminology and procedures; resourcefulness and imagination in meeting new and unusual problems; initiative; tact; accuracy.

MINIMUM QUALIFICATIONS: Either

- a) Associate's degree and three (3) years of highway construction and safety experience or highway safety management responsibilities which included the training of work crews and the setting up of road construction sites; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years of highway construction safety experience or highway safety management responsibilities which included the training of work crews and the setting up of road construction sites; or
- c) An equivalent combination of training and experience as stated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.