



# VACANCY NOTICE

- TITLE:** Assistant School Health and Safety Coordinator
- LOCATION:** Support Service Center – Norwich, NY  
BOCES wide
- REPORTS:** Health and Safety Coordinator
- TERMS:** Full-time, 12 months
- QUALIFICATIONS:** To be considered candidates must meet Civil Service minimum qualifications for Assistant School Health and Safety Coordinator. These qualifications are: Bachelor's degree and six months of experience in occupational safety and health programming; or Associate's degree and two years of experience in Occupational safety and health programming; or four years of experience. Depending on assignment the following may be required to be obtained after permanent appointment: New York State CDL Class B with Passenger Endorsement, Asbestos Inspector/Management Inspector Certificate(s), and Code Enforcement Official Certification.
- RESPONSIBILITIES/  
DUTIES:** Selected candidate will assist in implementing school district trainings; assist in matters of compliance with various regulatory agencies and record keeping; may assist with School Bus Driver and Monitor Training, testing and maintaining records, maintain a variety of written reports; good knowledge in all areas of School Bus Driver and Monitor regulations; conduct fire and structural inspections; conduct incident command training and prepare emergency exercise drills; perform inspections on life safety equipment; conduct indoor air quality investigations; and perform safety inspections.
- SALARY/BENEFITS:** \$44,000 - \$49,000
- STARTING DATE:** As soon as possible
- TO APPLY:** Send cover letter, resume and DCMO BCOES application.  
Applications reviewed as received.

DCMO BOCES Application found at:  
<http://www.dcmoboces.com/application>

*Apply online:*  
[www.OLASjobs.org](http://www.OLASjobs.org)  
-or-  
<https://dcmo.mightyrecruiter.com>

*By mail:*  
Human Resources Department  
Delaware-Chenango-Madison-Otsego BOCES  
6678 County Road 32  
Norwich, NY 13815-3554

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