



West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305
304-558-3550

Walt Helmick
Commissioner

VACANCY ANNOUNCEMENT

Title: Agricultural Health & Safety Coordinator, Regulatory and Environmental Affairs Division

Salary: \$32,000

Headquarters: Guthrie Agricultural Center

Send WVDA Application & Resume to: Anne Oravec, Executive Assistant
West Virginia Department of Agriculture
1900 Kanawha Boulevard, East
Charleston, WV 25305-0170
Phone: 304-558-2221
E-mail: aoravec@wvda.us

Closing Date: Open Until Filled

Nature of Work: An employee in this position coordinates the various projects of professionals in agriculture and medicine concerning health and safety issues in modern agriculture, with the goal being to reduce or eliminate chronic and acute illnesses and injuries associated with agricultural activities, commodities, and products. Health and safety issues include those related to farm families and their environments, workers in agriculture and associated industries, and consumers of agricultural products. Specific goals are pursued by conducting agricultural safety training programs and working with the compliance activities of the United States Department of Labor, Occupational Health and Safety Administration, West Virginia University Extension Service, and the West Virginia Department of Labor, Safety Section. The Commissioner, Chief of Staff, and Division Director reserve the right to review and amend this job description at their discretion.

Examples of Work:

- ◆ Composes articles on agricultural safety and agro medicine activities for *The Market Bulletin*.
- ◆ Gives presentations to schools and at professional and community meetings.
- ◆ Assists with the development of medical, safety, and agricultural education outreach to the

agricultural community and professional groups on rural safety and health issues.

- ◆ Promotes and conducts agricultural safety training programs to emphasize compliance with state and federal occupational safety rules and regulations.
- ◆ Responsible for the oversight of the core and supplemental activities as outlined in Pesticide Worker Safety portion of the USEPA Cooperative Agreement Guidance.
- ◆ Makes on site visits to farm, forest, nursery, and greenhouse operations to ensure compliance with EPA Agricultural Worker Protection Standard and provides training as necessary.
- ◆ Works with the compliance assistance personnel of the U.S. Occupational Safety and Health Administration, the West Virginia University Extension Service, and the West Virginia Department of Labor, Safety Section, OSHA Consultation Program.
- ◆ Promotes and assists with Ag Safety Days programs to provide safety compliance training to the agricultural community.
- ◆ Assists with pesticide applicator recertification training programs as needed.
- ◆ Assists with administration of the Department's internal safety programs.
- ◆ Seeks grant dollars to support program activities.
- ◆ Performs related and other duties as required by the division administrators.
- ◆ Willingness to travel. It is anticipated this position will involve approximately 70% travel.

Working Conditions: Standing, sitting, driving, walking, operating a computer, public speaking, operating farm equipment, and outside work. Personal protective equipment furnished.

Required Knowledge, Skills and Abilities (Essential Functions):

- ◆ Knowledge of state and federal laws dealing with pesticides and agricultural safety in the rural community.
- ◆ Knowledge of the EPA Agricultural Worker Protection Standard.
- ◆ Knowledge of agricultural activities and practices in the state.
- ◆ Ability to properly use safety equipment including the use of respirator. Proper respirator use requires a medical evaluation.
- ◆ Ability to provide training in the use of safety equipment and safety programs.
- ◆ Ability to organize and carry out work assignments.
- ◆ Ability to write grant proposals to support program objectives.
- ◆ Ability to prepare reports and express ideas clearly, both orally and in writing.
- ◆ Ability to use the computer to communicate with others and prepare written manuals or educational pamphlets.
- ◆ Ability to speak in public.
- ◆ Ability to establish and maintain effective working relationships with other employees, officials, and the general public.

Minimum Qualifications:

- ◆ **Training:** Graduation from an accredited four-year college or university with a degree in education, occupational safety, or related field.
- ◆ **Experience:** Experience or demonstration of the ability to coordinate with other agency groups to conduct educational or safety programs. Two years of experience in the education or occupational safety field is desirable.

Additional Requirements:

Willingness to travel throughout the state as needed.

Ability to speak Spanish or willingness to learn is desirable.

Valid driver's license required.

Dependable transportation required and proof of insurance.

Satisfactory completion of pre-employment drug and alcohol testing.

Satisfactory completion pre-employment law enforcement background investigation, including DMV records.

Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture, and the State of West Virginia.