



Office of Human Resources
Safety and Industrial Hygiene Administrator - CA0974
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs specialized level occupational safety work developing and implementing goals, objectives, and policies for a comprehensive occupational safety program to ensure compliance with occupational safety and health standards and enforces occupational safety and loss policies and procedures within an agency or department.

Distinguishing Characteristics

This class performs specialized level occupational safety work developing and implementing goals, objectives, and policies for comprehensive occupational safety and industrial hygiene program to increase occupational safety, create a safe work environment, and ensures compliance with federal, state, and city occupational safety and health regulations.

The Safety and Industrial Hygiene Administrator is distinguished from a Safety and Industrial Hygiene Supervisor that performs professional and supervisory work over occupational safety and industrial hygiene staff, provides direction, develops long-range and short-term planning, directs policy and procedure development, and makes budgetary and resource allocation decisions.

The Safety and Industrial Hygiene Administrator and a Safety and Industrial Hygiene Supervisor are differentiated by level of supervision. A Safety and Industrial Hygiene Supervisor administers an agency or department occupational safety program and supervises professional occupational safety personnel; whereas, a Safety and Industrial Hygiene Administrator administers an occupational safety program for an agency or department that may or may not have a formal safety program.

The Safety and Industrial Hygiene Administrator is distinguished from a Safety and Industrial Hygiene Professional II that performs full performance level professional occupational safety work promoting agency awareness and understanding of occupational safety and health programs in order to ensure the overall safety and health of employees, the community, and the environment and to ensure compliance with federal, state, and city occupational safety and health standards.

The Safety and Industrial Hygiene Administrator is distinguished from a Manager that manages an operational or functional area and performs some elements of supervision by recommending and implementing plans, procedures, policies, programs, and projects.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Performs specialized level occupational safety work developing and implementing goals, objectives, and policies for a comprehensive occupational safety program to ensure compliance with safety and health standards, and enforce occupational safety and loss policies and procedures within an agency or department in accordance with the City's voluntary compliance of Occupational Safety and Health Administration (OSHA) standards and Executive Order 65 (Operational Safety and Health Program).

Utilizes scientific principles to recognize, evaluate, and control workplace conditions that may cause injury, uses environmental monitoring and analytical methods to detect the extent of worker exposure, and serves as the technical expert to senior management regarding occupational safety, security, and health issues.

Develops long-range and short-term planning initiatives related to an occupational safety and industrial hygiene program.

Develops, modifies, and implements policies and procedures for occupational safety and health programs such as: Hazardous Materials, Department of Transportation Commercial Driver's Licenses, Indoor Air Quality, Personal Protection Equipment, and Blood Borne Pathogens.

Directs the development and implementation of training programs for a wide variety of occupational safety and health programs.

Reviews inspection reports for jobsites and facilities to ensure that working conditions and methods used by employees and contract personnel are in compliance with occupational safety and health standards.

Participates as a member of the Incident Command System (ICS), Emergency Operations Center (ECO), and other similar emergency command system structures, to assist with the management of the City's prevention, preparedness, protection, mitigation, response, and recovery efforts in preparation for potential emergencies and disasters in accordance with Executive Order 85 (Office of Emergency Management and Homeland Security).

As the Designated Employee Representative (DER), maintains the Department of Transportation (DOT) commercial motor vehicle files, schedule all DOT medical services with city care providers, oversees alcohol and drug testing for reasonable suspicion, post-accident, random pool, stipulation agreements, and follow-up testing in accordance with Executive Order 94 (Alcohol and Drug Policy).

Determines an employee's fitness for duty with regard to workers' compensation cases and modified work duties in accordance with the American with Disabilities Act (ADA).

By position, develops or modifies workplans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

By position, resolves problems encountered during daily operations and determines appropriate solutions.

By position, performs after-hours duty officer functions on a rotating basis, evaluates emergency and crisis incidents, coordinates agency or department level of response and allocation of resources, and performs operational duties at site of emergency or crisis.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Knowledge & Skills

Knowledge of public safety and security, occupational health and safety investigations and inspections, rules, regulations, precautions, and prevention techniques for protecting employees and the public.

Knowledge of analysis and research methods and techniques sufficient to be able to determine what information is required, gather and analyze desired information, and input data into reports or databases.

Knowledge of research and interviewing techniques related to conducting work investigations.

Education Requirement

Bachelor's Degree in Safety Engineering, Industrial or Environmental Health and Safety, a physical science, or a related field.

Experience Requirement

Three (3) years of professional level experience developing and implementing occupational safety and health policies and procedures, applying technological and scientific methods to reducing worker Potential exposure to hazardous conditions and environments, and performing accident investigations.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to temperature changes and variations in temperature from hot to cold.

Potential exposure to hazardous conditions where there is danger to life, body, and health.

Potential exposure to atmospheric conditions that affect the skin or respiratory system.

Potential exposure to hazardous chemicals.

Potential exposure to hazards from flammable or explosive gases.

Potential exposure to unpleasant sights and sounds from accidents, injuries, and illnesses.

Subject to emergency or crisis situations.

Subject to pressures of multiple calls and inquiries.

Subject to many interruptions.

Subject to long and irregular hours.

Maybe required to wear personal protective equipment.
Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

2-Light (10-20 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-812

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: