



Office of Human Resources

Safety and Industrial Hygiene Supervisor

General Statement of Duties

Performs supervision over occupational safety and industrial hygiene staff, develops and implements 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 professional and supervisory work over occupational safety and industrial hygiene staff, provides direction, long-range and short-term planning, directs policy and procedure development, and makes budgetary and resource allocation decisions.

The Safety and Industrial Hygiene Supervisor is distinguished from a Safety and Industrial Hygiene Administrator that performs specialized level professional occupational safety work developing and implementing goals, objectives, and policies for a comprehensive occupational safety and industrial hygiene program to increase safety, create a safe work environment, and ensures compliance with federal, state, and city occupational safety and health regulations.

The Safety and Industrial Hygiene Supervisor and a Safety and Industrial Hygiene Administrator perform many of the same professional and administrative duties and 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 a safety program for an agency or department that may or may not have formal occupational safety program. Generally, a Safety and Industrial Hygiene Supervisor and a Safety and Industrial Hygiene Administrator report to management level positions (a Safety and Industrial Administrator would not report to a Safety and Industrial Hygiene Supervisor).

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

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

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received & Quality Review

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communication & Purpose

Contacts are of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered where an exceptional degree of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of the organization.

Level of Supervision Exercised

Supervises two or more occupational safety and industrial hygiene professionals and sub-professional staff.

Essential Duties

Directs and supervises a staff of occupational safety professionals, develops and implements goals, objectives, and policies for a comprehensive occupational safety program, ensures compliance with occupational safety and health standards, and enforces 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, 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.

Assists in the development of departmental budgets and oversees the development and management of a safety budget.

Acts as a communication and safety liaison to emergency response agencies, agency committees, community groups, and special programs and projects.

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).

Develops or modifies work plans, methods, and procedures and determines work priorities. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult or unusual assignments.

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, manages a budget and allocates occupational safety resources within an agency or department.

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.

By position, participates in outside accreditation or inspections that can affect the ability of the organization to maintain their accreditation or license which may be required for special funding sources.

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.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

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.

Influencing - Collaborates with, persuades and influences others.

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

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

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 federal, state, and local public health and environmental laws and regulations sufficient to be able to apply them in protection of public health and the environment.

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.

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 safety and health procedures, applying technological and scientific methods towards reducing worker exposure to hazardous conditions and environments, and performing accident investigations and prevention.

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.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

By position, may require a Colorado Class "R" Driver's License by the completion of probation.

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

Working Environment

Exposed to unpleasant elements (accidents, injuries, and illnesses)

Exposed to hazardous/toxic chemicals.

Subject to pressure for multiple calls, inquiries, and interruptions.

Handles emergency or crisis situations.

Exposure to temperature changes variations in temperature from hot to cold.

Subject to long, irregular hours.

Exposure to hazardous conditions where there is danger to life, body, and/or health.

Subject to varying and unpredictable situations.

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Noise sufficient noise to cause distraction or possible hearing loss.

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.):

Field of Vision: ability to adjust vision to bring objects into focus.

Balancing: maintaining body equilibrium to prevent falling over.

Climbing: ascending or descending objects usually with hands and feet.
Eye/hand/foot coordination: performing work through the use of two or more.
Vision Far acuity: ability to see clearly at 20 feet or more.
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working with the hand(s).
Hearing: perceiving the nature of sound by the ear.
Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.
Vision Near Acuity: ability to see clearly at 20 inches or less.
Reaching: extending the hand(s) and arm(s) in any direction.
Repetitive motions: making frequent movements with a part of the body.
Sitting: remaining in the normal seated position.
Standing: remaining on one's feet in an upright position.
Talking: Expressing or exchanging ideas by means of spoken words.
Walking: moving about on foot.
Crouching: bending body downward and forward by bending legs.
Stooping: bending the body by bending spine at the waist.
Carrying: transporting an object; usually by hand, arm, or shoulder.

Background Check Requirement

Criminal Check
Employment Verification
Education Check
By position, Motor Vehicle Record

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

FLSA Code: Y
Management Level: 7
Established Date: 8/1/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: