

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV35355
Job Class Code:	740	Salary Schedule:	ASRROCSFT
EEO Category:	01	Grade:	23
Workers Comp Code:	9410		

Job Code Established:	07/01/89	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Regulation of Occupational Health & Safety Standards Series

JOB CODE TITLE: OCCUPATIONAL SAFETY ADMINISTRATOR

HRIS TITLE: OCCUPL SFTY ADMR

WORK DESCRIPTION: Supervises and directs the statewide activities of Occupational Safety Consultants and Industrial Hygienists engaged in field surveys and investigations, consultations and training. Assigns safety or health consultants to program consultation assistance to employers, employees, associations or other groups.

WORK ACTIVITIES: Resolves Problems and Questions Presented By Subordinate Staff Regarding Work Processes, Policies, Organization and Methods. Writes Policy And Operating Procedures For Work Unit, Subject To Guidelines And Regulations Set Forth By Superior, And By Laws And Regulations. Directs, Instructs, And Counsels Subordinate Personnel Who Are Highly Skilled Specialists Carrying Out Tasks Requiring Considerable Judgment Or Creative Effort. Reviews Work Products Or Achievements Of Subordinate Workers; Evaluates Work And Formulates Plans For Improvement. Writes Detailed Reports Based On Research, Analysis And Evaluation Of Data Pertaining To Specific Projects. Responds To Public Inquiries Regarding Occupational Safety And Health Issues, Environmental Issues, Public And Private Safety; Makes Referrals And Provides Recommendations. Confers with local government representatives gathering information regarding features and conditions in locality. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact.

Confers with local government, private industry or public officials and staff to inform them of services provided by the agency. Performs related work as required.

WORK CONDITIONS: Subject to hazards peculiar to industrial and construction work environments. Occasional overnight travel may be required.

SUPERVISION: Works under the general direction of the Occupational Safety and Health Director or ADOT General Operations Manager. Exercises considerable independent judgment within established policies and procedures.

WORK RESULTS/PRODUCTS: Completed case files for consultation and compliance activities; reports to employers and employees to satisfy requests received; safety and health training programs for employer, employee groups, etc.

RESPONSIBILITY: For the management of all areas of the work unit; for preparing budget for work unit; for establishing unit priorities and procedures; for selecting and training staff; for preparing technical and administrative reports.

AUTHORITY: To select establishments for which consultation assistance will be provided; to establish work unit goals, objectives and procedures; to interview and select staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Knowledge of Federal, State and departmental laws, regulations and standards governing working conditions as related to health, safety and welfare of industrial and construction employees. Knowledge of the principles and practices of safety and health management. Knowledge of modern industrial machinery, mechanical processes, industrial chemicals, and general construction procedures. Knowledge of toxic and hazardous materials. Knowledge of principles and practices of environmental health sciences as related to industrial hygiene, air, water, chemical and materials sampling and testing. Knowledge of staff supervision techniques and training practices.

Skill/Ability to: in sampling and analytical procedures for air contaminants (dust, fumes, mists, vapors, and gases) and monitoring procedures (noise, vibration, illumination and ventilation systems). In leadership and program management. In personnel training and supervision. In effective control of occupational safety and health hazards. Skill in oral and written communication. In observation, analysis and evaluation.