

INDUSTRIAL HYGIENE INSPECTION SUPERVISOR

This is supervisory and administrative work in the Occupational Health Branch of the Division of Health Services, Department of Human Resources. The employee in this class is responsible for directing the OSHA compliance section.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee determines inspection priorities and plans work operations accordingly, based on severity of hazards. Employee establishes yearly goals for a number of inspections and projects needs for additional employees and test equipment.

Organizing and Directing - Employee reassigns work to cover absentees and accident investigations.

Budgeting - Employee projects travel, personnel, equipment, and supply needs based on past history and need to expand program.

Training - Employee assures that employees receive adequate on-the-job training from subordinate supervisors. Employee identifies training needs from reviewing trends in occupational health work and identifies training sources.

Setting Work Standards - Employee participates in the establishment or revision of internal policies and procedures. Employee investigates the need for new policies or procedures upon assignment and makes recommendations.

Reviewing Work - Employee spot checks inspection reports for quality. Employee reviews progress on covering especially hazardous industries and reviews overall accomplishments of unit.

Counseling and Disciplining - Employee resolves informal grievances, counsels with employees on minor problems, and refers major disciplinary problems to supervisor.

Performing Other Personnel Functions - Employee interviews applicants along with Industrial Hygiene Unit Supervisor and makes recommendation to Director. Employee evaluates employees and recommendations of Unit Supervisors, and compiles merit recommendations. Employee interviews applicants for Unit Supervisor positions and makes recommendations.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Identification of new hazards is ongoing, resulting in changing emphasis, sampling techniques, etc. Changing Federal standards affect work continually.

Variety of Work Supervised - Supervises Industrial Hygiene Inspection program.

Number of Employees Responsible For - Approximately 12-14.

III. EXTENT OF SUPERVISION RECEIVED: Considerable independence is allowed. Goals are discussed with supervisor. Employees are held accountable for reaching goals.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: None

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - A general understanding of introductory statistics. Working knowledge of organic and inorganic chemistry. Working knowledge of biochemistry. Basic understanding of physiology. Working knowledge of industrial toxicology. Considerable knowledge of industrial processes, potential health hazards, and control equipment and methods. Considerable knowledge of industrial hygiene sampling techniques. Ability to explain hazardous situations to industrial officials, and to convince them of potential danger to employees. Ability to train other workers. Ability to plan work operations.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in chemistry, physics, mechanical engineering, chemical engineering, or a closely related curriculum and four years of progressive experience in industrial hygiene inspections; or an equivalent combination of education and experience.