

## INDUSTRIAL HYGIENE CONSULTANT SUPERVISOR

This is supervisory work in the Occupational Health Branch of the Division of Health Services, Department of Human Resources. The employee in this class supervises the consulting services section.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee assists the Occupational Health Director in establishing yearly goals for consulting contacts. Employee identifies especially hazardous occupations or industries and initiates research studies.

Organizing and Directing - Employee determines priority of consulting visits based on apparent severity of hazards. Employee adjusts workloads in absence of employees or to cover special projects.

Budgeting - Employee provides recommendations to the Occupational Health Director on travel, personnel needs, equipment needs, and supplies.

Training - Employee provides on-the-job training to subordinates. Employee identifies needs, informs subordinates of training seminars and courses, and requests permission for attendance.

Setting Work Standards - Employee explains administrative standards to employees. 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 reports for adequacy of documentation and consistency of conclusions.

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 recommends new hires or promotions, merit increases, reassignments, etc., to supervisor.

### 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 hygienists involved in special studies and providing consulting services to requesting industries.

Number of Employees Responsible For - Approximately three to five.

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: Some consultants are outstationed.

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.