

AGENCY SAFETY PROGRAM DIRECTOR I

This is administrative and managerial work in planning, implementing, coordinating, evaluating and monitoring a statewide safety and health program for all of the various divisions and units of a governmental agency.

Employees are responsible for establishing program policies for dealing with fairly routine safety problems, determining long-range goals and objectives and for providing training for designated safety representatives throughout the department. Employees consult, coordinate with and serve as liaison to various safety and health agencies and organizations to ensure compliance to laws and regulations governing workplace safety and health, and review completed inspection reports from designees for accuracy and acceptability. Work is usually performed under the general direction of the departmental secretary, personnel officer or a program director and may include other duties as assigned.

I. DIFFICULTY OF WORK:

Variety and Scope - Work involves establishing long-range programs and goals for the department, developing operational plans for divisions, and developing policies and procedures to ensure compliance with the North Carolina Occupational Safety and Health Act as well as the North Carolina Workplace Requirements Program for Safety and Health. Employees determine implementation procedures for relatively stable programs to reduce the number and cost of workers' compensation accidents and claims. Employees analyze accident reports and conduct facility inspections.

Intricacy - Assignments may be repetitive; however, employees must determine areas where higher than normal accident rates exist through compilation and analysis of accident statistics and plan strategies to eliminate hazardous conditions. Employees must assess the relative familiarity of different level personnel with safety and determine the most effective training methodology.

Subject Matter Complexity - Work requires a basic understanding of safety principles and practices. Employees must be knowledgeable of methods and procedures for analyzing, evaluating and documenting information gathered, and have considerable knowledge of federal and state regulations governing safety.

Guidelines - Established procedures for identifying safety hazards and established safety standards as well as state, federal and local policies and regulations are available and applicable to most situations.

II. RESPONSIBILITY:

Nature of Instructions - Employees receive general instructions on organizational objectives and activities from a higher level supervisor and are expected to function with considerable independence. However, the department's safety committee might direct specific safety program activities.

Nature of Review - Work is reviewed regularly through conferences and written reports.

Scope of Decisions - Decisions could impact on agency employees or clients served.

Consequence of Decisions - Errors in the collection and analysis of data could result in incorrect study conclusions. These, in turn, could delay the correction of potential hazards and lead to injury.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with departmental staff and agency clients as well as representatives of other state agencies.

Nature and Purpose - The primary nature of contacts is to gather and discuss information, to interpret and explain regulations and policies, and to persuade management personnel to correct safety and health hazards.

IV. OTHER WORK DEMANDS:

Work Conditions - Most work is conducted in an office setting except while conducting inspections of facilities which may expose employee to potentially hazardous substances.

Hazards - Inspections of facilities could lead to exposure to hazardous chemicals, moving machinery, and potentially dangerous inmates.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of state and federal safety and health standards. Considerable knowledge of safe work habits. Ability to recognize unsafe conditions or acts and to determine corrective actions necessary. Ability to convince management and division heads of the need for a safety program and to convince them of the importance of establishing and maintaining a safe environment for both employees and the public. Ability to develop and present training programs on a wide variety of safety topics. Ability to plan and direct a statewide comprehensive safety program.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a major in safety management, occupational safety, industrial technology or one of the physical sciences and a minimum of three years progressive occupational safety and health experience; or an equivalent combination of training and directly related work experience.