

SAFETY OFFICER III

This is administrative and technical work in directing a safety and health program with a higher level of diversity, scope, dynamics and complexity resulting in the necessity to study specific safety or health problems in order to analyze and determine proper action. These positions are found at medium or large universities with graduate programs involving research and with complex physical plants; or at medical facilities with complex physical plants.

Employees administer an institution-wide program to establish and maintain a safe work and living environment for employees, students, and/or residents through the identification and correction of unsafe conditions, safety training and the providing of consultative services to management on safety matters where research laboratories and complex physical plants create potentially volatile situations requiring complex decision making. Employees are responsible for enforcing state and federal regulations concerning safety and for preparing reports as required by state and federal regulatory departments. In addition, employees investigate accidents to determine cause and take corrective action as necessary. Employees call in specialists from the Department of Labor and the Department of Human Resources for consultation on safety issues when necessary. Work is performed under an administrative supervisor and is reviewed through evaluation of the effectiveness of the overall program and may include other duties as assigned.

I. DIFFICULTY OF WORK:

Variety and Scope - Work involves the inspection of buildings, shops, research and teaching laboratories to detect fire or safety hazards and the recommendation of corrective actions to be taken. Employees inspect or oversee the inspection and maintenance of fire detection and suppression equipment. Employees review plans and specifications for renovations and new construction to detect safety hazards and recommend alternatives. Employees review literature and develop safety policies and procedures for institutions. .

Intricacy - Due to the nature and variety of hazards present, employees must perform at an advanced technical level where varying work processes require some analysis to identify safety problems and determine effective solutions.

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 for a variety of safety problems evolving from complex physical plant operations and from research situations in laboratories. Employees must 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.

Nature of Review - Work is reviewed on a periodic basis through informal discussions. Final results are reviewed for their reasonableness.

Scope of Decisions - Decisions could impact upon students, employees and resident of state hospitals or universities.

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

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contacts with other institutional/university staff, students and administrators as well as representatives of other state and federal agencies.

Nature and Purpose - Primary nature of contacts is to gather and discuss information and to interpret or explain regulations and policies.

IV. OTHER WORK DEMANDS:

Work Conditions - While conducting inspections, employees may be exposed to potentially dangerous patients, moving machinery and chemicals.

Hazards - Inspecting research laboratories and physical plant operations may result in exposure to hazardous or toxic chemicals.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of state and federal safety and health standards as applied to a university environment. Considerable knowledge of safe work habits. Ability to recognize unsafe conditions or acts, and to determine corrective actions necessary. Ability to convince management and department heads of the need for a safety program and to convince them of the importance of establishing and maintaining a safe environment for both students and employees. Ability to develop and present training programs on a wide variety of safety topics. Ability to plan and direct a university-wide 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 two years progressive occupational safety and health experience; or an equivalent combination of training and directly related experience.