

SAFETY DIRECTOR II

This is supervisory, administrative and technical work in directing a comprehensive safety and health program with a high level of diversity, scope and dynamics with a professional staff to identify and solve complex safety problems.

Under general administrative direction, the employees establish program policies, determine long-range goals and objectives, train staff members, assure that standards are met, review work and interview and select new staff members. Work supervised is of a high degree of complexity characterized by a variety of assignments; a lack of established and readily applicable precedents, standards and regulations for some activities; and a large number of variables and inter-related considerations to take into account. 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 major research programs and complex industrial processes result in the production of hazardous wastes and volatile situations that require technical analysis to plan safety procedures and to resolve major problems. Work may include other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees are responsible for establishing the long-range programs and goals of the unit and for developing the policies and procedures pertaining to safety and health on campus.

Organizing and Directing - Employees assign individual projects to team members based on their individual areas of expertise and assigned workload. When new service requests are received, employees evaluate staff capabilities in relation to requests and make assignments accordingly.

Budgeting - Employees are responsible for estimating operating expenses and justifying the need for major purchases. Employees have no responsibility for monitoring expenditures.

Training - Employees provide on-the-job training to new employees and select employees to attend established training courses based on their individual needs and the needs of the work unit.

Setting Work Standards - Although many of the work standards are established by federal and state standards, employees set standards governing the quantity of work performed and some standards governing the quality of work.

Reviewing Work - Employees review the accomplishments of all units quarterly to ensure that program goals and requirements are being met. Program and project reports are reviewed prior to submission to the various government agencies to ensure conformance to federal and state safety requirements and policies.

Counseling and Disciplining - In accordance with departmental policy, employees administer grievance procedures, resolve grievances internally, counsel employees regarding problems, and make recommendations for final resolution to supervisor.

Performing Other Personnel Functions - Employees make hiring, firing, salary adjustment, and disciplinary action decisions subject to administrative approval.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised – Generally, the types and number of functions supervised remain the same. Major programmatic changes occur infrequently. However, employees must periodically adjust to changing federal or state regulations and must respond to volatile work situations resulting from new research projects and evolving technology.

Variety of Work Supervised - Employees supervise several functional areas in the safety field.

Number of Employees Responsible For - Varies from approximately five to twelve.

III. EXTENT OF SUPERVISION RECEIVED: Employees work with considerable independence and are guided by general organizational goals. Employees receive no technical review. Significant programmatic changes must be reviewed administratively by immediate supervisor prior to implementation.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: None.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of safety and health sufficient to analyze complex safety problems and recommend feasible and effective solutions. Considerable knowledge of federal and state safety and health codes. Knowledge of technology, techniques, and developments in the safety and health field. Knowledge of record keeping and reporting practices of the federal and state governments. Ability to organize and direct the activities of professional employees. Ability to train and evaluate the work of others. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

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 four years of progressive occupational safety and health experience; or an equivalent combination of training and directly related experience.