



## Career Service Authority

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# Safety & Industrial Hygiene Administrator

### GENERAL STATEMENT OF CLASS DUTIES

Performs specialized full performance work developing and implementing goals, objectives, and policies for comprehensive safety and industrial hygiene programs to increase safety, save lives, and create a safe work environment and ensures compliance with federal, state, and city safety and health regulations.

### DISTINGUISHING CHARACTERISTICS

This class performs specialized full performance work developing and implementing goals, objectives, and policies for comprehensive safety and industrial hygiene programs to increase safety, save lives, and create a safe work environment and ensures compliance with federal, state, and city safety and health regulations. This class is distinguished from a Safety and Industrial Hygiene Supervisor that performs professional and supervisory work over safety and industrial hygiene staff, provides direction and long range and short term planning, directs policy and procedure development, and makes budgetary and resource allocation decisions. Additionally, a Safety and Industrial Hygiene Administrator and a Safety and Industrial Hygiene Supervisor perform many of the same professional and administrative duties and are different mainly in the level of supervision. A Safety and Industrial Hygiene Supervisor administers an agency/department safety program and supervises professional safety personnel; whereas, a Safety and Industrial Hygiene Administrator administers safety programs for agencies/departments that do not have formal safety programs. Generally, a Safety and Industrial Hygiene Supervisor and a Safety and Industrial Hygiene Administrator report to management level positions (a Safety and Industrial Administrator would not report to a Safety and Industrial Hygiene Supervisor).

The Safety and Industrial Hygiene Administrator is distinguished from a Safety and Industrial Hygiene Professional II that performs full performance professional level safety work promoting agency awareness and understanding of safety and occupational health programs in order to ensure the overall safety and health of employees, the community, and the environment and to ensure compliance with federal, state, and city safety and health regulations. The Safety and Industrial Hygiene Administrator is distinguished from a Manager I that manages an operational and/or functional area(s) and performs some elements of supervision by recommending and implementing plans, procedures, policies, programs, and projects.

### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

***Interpersonal Communications and Purpose:***

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Utilizes scientific principles to recognize, evaluate, and control workplace conditions that may cause injury, uses environmental monitoring and analytical methods to detect the extent of worker exposure, and serves as the technical expert to senior management regarding safety, security, and health issues.

Develops long range and short term planning initiatives related to safety and industrial hygiene programs and issues.

Makes immediate critical decisions to provide a safe working environment for workers and the public.

Develops, modifies, and implements policies and procedures for safety and health programs such as Hazardous Materials, Commercial Driver's License, Indoor Air Quality, Personal Protection Equipment, and Blood Borne Pathogens.

Directs the development and implementation of training programs for a wide variety of safety and health programs.

Reviews inspection reports of jobsites and facilities to ensure that working conditions and methods used by city employees are in compliance with safety and health rules and regulations.

Serves as safety officer on the command staff for security response to disasters, emergencies, and catastrophic incidents in accordance with the Office of Emergency Management.

By position, develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

By position, resolves problems encountered during daily operations and determines appropriate solutions.

By position, develops of the performance enhancement plan, documents performance, provides performance feedback, and evaluates the work of the employee.

By position, documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Public Safety and Security** – Knowledge of public safety and security, occupational health and safety investigations and inspections, rules, regulations, precautions, and prevention techniques for protecting employees and the public.

**Oral Communication** – Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

**Problem-Solving** – Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.

**Written Communication** – Expresses facts and ideas in writing in a succinct and organized manner.

**Leadership** – Inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff, adapts leadership styles to various situations, and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

**Organizational Awareness** – Knows the organization's mission and functions and how it's social, political, and technological systems work and operates effectively within them including the policies, procedures, rules, and regulations of the organization.

**Technical Competence** – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting) and maintains credibility with others on technical matters.

**Flexibility** – Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.

**Interpersonal Skills**– Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others, develops and maintains effective relationships with others including effectively dealing with individuals who are difficult, hostile, or distressed, relates well to people from varied backgrounds and different situations, and is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Team Building** – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Planning and Evaluating** – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats or opportunities.

**Integrity/Honesty** – Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of lead work functions.

Knowledge of safety, security, and preventive methods sufficient to be able to develop and administer safety, security, and accident prevention programs.

Knowledge of safety practices and standard requirements sufficient to be able to evaluate existing procedures and standards, develop, modify, and implement new or revised procedures and standards, and ensure compliance.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to department/agency staff and recognize and correct hazardous conditions.

Knowledge of Worker's Compensation, American Disabilities Act, Family Medical Leave Act, and Commercial Driver's License regulations sufficient to be able to ensure compliance in implementation of procedures and policies.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

### ***Working Environment:***

Exposed to unpleasant elements (accidents, injuries, and illness).

Subject to varying and unpredictable situations.

Handles emergency or crisis situations.

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Subject to long irregular hours.

**Education Requirement:**

Baccalaureate Degree in Safety Engineering, Industrial or Environmental Health and Safety, a physical science, or a related field.

**Experience Requirement:**

Three years of professional level experience developing and implementing safety and health procedures, applying technological and scientific methods towards reducing worker exposure to hazardous conditions and environments, and performing accident investigations and prevention.

**Education/Experience Equivalency:**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**Licensure and/or Certification:**

Possession of a valid Colorado Class "R" Driver's License at the time of application.

**CLASS DETAIL**

**FLSA CODE:** Exempt

**ESTABLISHED DATE:** 09/16/1995

**REVISED DATE:** 02/16/2007

**REVISED BY:** Patricia Anderson

**CLASS HISTORY**

7/2004 - This class has been updated and revised. The title has been changed to Safety and Industrial Hygiene Administrator and the job responsibilities updated to accurately describe the duties performed by incumbents in this class. The old class title was Safety and Loss Coordinator.

1/2007 – This class has been revised and updated. All supervisory duties have been removed from this class specification. An employee who performs similar duties and supervises professional safety staff will be classified as a Safety and Industrial Hygiene Supervisor.