



Career Service Authority

Page 1 of 6

Safety & Industrial Hygiene Supervisor

GENERAL STATEMENT OF CLASS DUTIES

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.

DISTINGUISHING CHARACTERISTICS

This class 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. This class is distinguished from a Safety and Industrial Hygiene Administrator that 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. Additionally, a Safety and Industrial Hygiene Supervisor and a Safety and Industrial Hygiene Administrator 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 Supervisor 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 Supervisor 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 in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more professional safety and industrial hygiene staff.

ESSENTIAL DUTIES

Directs and supervises a staff of safety professionals who perform accident and property damage investigations; exposures; security, facility, and site assessments; and other safety and health concerns and issues.

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.

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, health, and security 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.

Assists in the development of departmental budgets and oversees the development and management of the safety budget.

Acts as a communication and safety liaison to emergency response agencies, agency committees, community groups, and special programs and projects.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

By position, participates in outside accreditation or inspections that can affect the ability of the organization to maintain their accreditation or license which may be required for special funding sources.

.....
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.
.....

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.

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.

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.

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.

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 – Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff from other organizations, internal and external customers, and local stakeholder groups to accomplish section's mission. Adapts approach to different people and situations.

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.

Human Resources Management – Empowers staff by sharing power and authority, develops lower levels of leadership, pushing authority down and out throughout the organization,

shares rewards with staff, and ensures staff is properly selected, used, appraised, developed, and are treated fairly.

Managing Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and manages workforce diversity.

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.

Oral Communication – Clearly communicates and explains organizational policies and work assignments to staff and communicates information to peers, higher-level managers, administrative staff of other organizations, and internal and external customers.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner appropriate for context, time, and place. Written materials are of a routine nature and affect the immediate area(s).

Conflict Management – Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to generate areas of agreement and joint action.

Financial Management – Recommends, administers, allocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of an area.

Decisiveness – Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out ideas, systems, or policies that affect the section. Legal, public, and financial consequences are generally limited to the area(s).

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.

Self-Direction – Sets goals, takes initiative in implementing ideas, systems, or policies that affect an area, manages time efficiently, encourages feedback, and invests in self-development.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory 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, Federal Emergency Management Agency, 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:

Completion of the Career Service Authority supervisory training courses prior to completion of the probationary period.

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 is a new class. The positions that will be moved to this class were classified as Safety and Industrial Hygiene Administrators. The administrator class covered employees who supervised professional safety staff and positions that did not have supervisory duties but performed similar work. The administrator class will be maintained to cover positions that are recognized as specialists in the safety field with city-wide safety responsibilities. .