

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Industrial Hygienist 3		<b>Class Code:</b> 001NA3
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 9-19-13
	<b>Summary:</b> Incumbent serves as an environmental health specialist and works independently within the Indiana Occupational Safety and Health Administration (IOSHA) to achieve compliance with, and enforcement of, state and federal laws, regulations and standards in occupational health and safety program areas.		

**Duties:**

- Inspects and investigates formal and non-formal complaints, referrals, threats of imminent danger, fatalities and catastrophes of complex industrial facilities to determine occupational environments hazardous to employee health and to ensure compliance with IOSHA regulations;
- Collects data and prepares technical reports for administrative and/or regulatory action, and may testify at informal hearings and before the Board of Safety Review when necessary;
- Collects samples and otherwise evaluates employee exposures to health hazards in the work place including noise particulate, fumes, mists, vapors and gases;
- Measures various occupational health hazards such as dust, heat, noise, etc. and determines degree of employee exposure;
- Collects samples of dust, fumes, mists, vapors and gases for quantitative and qualitative analysis;
- Consults with, and advises company owners and/or management as to the inspection process and to gather relevant safety program and/or training materials and information;
- Creates detailed, accurate, and timely reports for the supervisor for administrative and regulatory action;
- Interviews employees as appropriate to gather job-specific information and cautions them on safety hazards;
- Refers non-industrial related hazards or issues to other agency divisions as appropriate;
- Conducts closing conferences with company owners and/or management to provide them with a summary of inspection findings, discuss abatement etc.;
- Consults with federal, state and local environmental and health agencies and the general public in enforcement activities and for educational purposes;
- Performs related duties as required.

**Job Requirements:**

- Specialized knowledge of common occupational health hazards, industrial toxic materials and their safe and adequate handling technique;
- Extensive knowledge of, and the ability to apply federal, state, and local laws and regulations pertaining to occupational health standards;
- Considerable knowledge of the sciences including biology, safety and engineering, chemistry, toxicology and physiology;
- Knowledge, skills and abilities typically acquired through a Bachelor's degree plus related work experience;
- Considerable knowledge of training techniques relating to occupational health and safety subject matters;
- Ability to interpret and apply IOSHA regulations, consensus standards, and various practices and precedents falling within the jurisdiction of IOSHA;
- Ability to conduct inspections, further investigations and to prepare administrative reports for use as basis for recommendations for further action;
- Ability to conduct surveys, inspections and investigations and to prepare reports for use as the basis for recommendation for action;
- Ability to develop and maintain effective cooperative work relationships and to manage difficult situations with utmost professionalism;
- Ability to maintain confidentiality;

**Difficulty of Work:**

Incumbent receives general goals and priorities from supervisor and determines specific actions required for accomplishment of objectives. These functions involve analysis and application of technical and legal knowledge of large, complex operations in which variables must be considered. It is necessary that the incumbent maintain the ability that is necessary to observe, analyze and appraise construction safety health hazards. Field and administrative work is conducted using established policies and procedures outlined in manuals and directives. A high degree of organization is required to manage the work load. Work pressures can be compounded when dealing with specific issues such as fatality and catastrophe investigations.

**Responsibility:**

Incumbent serves as the primary creator of reports concerning the compliance status of the inspected sites. Proper assessment of the inspected conditions affects the work of the incumbent, Director and legal staff in reviewing, negotiating and defending the citations. Proper evaluation of the working conditions is critical to the improvement of the safety environment of the employees. On field assignments, incumbent works independently following general guidelines. Work is generally reviewed upon completion by the supervisor and higher level managers for adherence to procedures and attainment of objectives. The incumbent is required to observe, analyze and evaluate occupational conditions making decisions as to adequacy and compliance and suggest recommendations for action. Many actions are non-routine and require the incumbent to adapt guidelines and policies. Departures from guidelines are discussed with supervisor at the discretion of the incumbent.

**Personal Work Relationships:**

The work includes contacts with individuals such as owners, managers, operators and personnel of different types of industries, local and state government, representatives of federal, state and local agencies and organizations, agency staff and the general public. These contacts are for communicating the laws and regulations relating to industrial health, and assuring compliance with IOSHA standards and regulations. The incumbent also communicates with agency legal counsel as appropriate and may have an occasion to interact with victims and/or families of victims of industrial accidents and/or disease.

**Physical Effort:**

Position is office based with a field evaluation component consuming approximately 50% of the work time; substantial in-state travel is required. Carrying up to 40 pounds of equipment in both office and field settings is required. Field work requires substantial walking, sometimes over rugged terrain or multiple flights of stairs. Ability to carry sometimes heavy and awkward equipment and to walk, climb, stand, and crouch while carrying sampling and measuring devices and wearing protective clothing including respirators;

**Working Conditions:**

Approximately 50% of the incumbent's work is conducted in a traditional office setting. Field work can involve unpleasant and dangerous situations commonly found in the industrial and construction workplace, including, but not limited to: moving equipment, machinery and chemical exposure. On occasion, research, symposiums and training may require travel in and out of state for up to two weeks. Ability to work in unpleasant and hazardous conditions, including noise and toxic chemicals, during inspections/investigations;