

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Industrial Hygienist Supervisor 5		Class Code: 006NA5
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 9-19-13
	Summary: Incumbent is responsible for safety and health regulations throughout the State of Indiana.		

Duties:

- Supervises the work of all direct reports to ensure that activities are addressed timely, accurately and appropriately;
- Screens and responds to formal and non-formal complaints, referrals, emphasis-related contact, threats of imminent danger and fatalities and catastrophes;
- Prioritizes and assigns investigations to the staff as appropriate;
- Conducts monthly onsite evaluations as well as quarterly and annual reviews/evaluations of Industrial Compliance Inspectors;
- Evaluates field and report work of the Indiana Occupational Safety and Health Administration (IOSHA) staff for timeliness, appropriate technical findings, errors, content, clarity of communication etc.;
- Evaluates evidence of corrective action submitted by employers;
- Prepares safety orders, penalties, and deadlines of abatements for the Division Director prior to being issued to the respondent;
- Coordinates and/or conduct necessary training for Industrial Compliance Inspectors;
- Interacts with federal, state and local environmental and health agencies, and the general public in enforcement activities;
- Completes accurate and timely records and reports related to travel, work schedule and work activities;
- Refers non-industrial compliance related hazards or issues to other divisions as appropriate;
- Consults with agency counsel and testifies at administrative hearings and other legal proceedings;
- Participates in projects to enhance the IOSHA division;
- Completes special projects and training;
- Performs related duties as required.

Job Requirements:

- Knowledge, skills and abilities typically acquired through a Bachelor's degree in Industrial Hygiene or related area plus related work experience;
- Broad knowledge of training techniques relating to occupational health and safety subject matters;
- Advanced 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;
- Extensive knowledge of the sciences including biology, safety and engineering, chemistry, toxicology and physiology;
- Ability to interpret and apply IOSHA regulations, consensus standards, and various practices and precedents falling within the jurisdiction of IOSHA;
- 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 direct the work of subordinate staff;
- Ability to maintain confidentiality;
- Possession of excellent verbal communication skills;
- Ability to speak in a professional and concise manner and to all levels of an organization.

Difficulty of Work:

Incumbent observes, analyzes and appraises industrial safety and health hazards. In addition, the incumbent must ensure abatement and determine appropriate safety orders. These essential functions require the ability to examine and appropriately apply technical and legal knowledge to operations of narrow extent and intricacy. 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:

The incumbent is responsible for the supervision and evaluation of the field and report work of a group of Industrial Safety/Hygiene Officers. The supervisor works with the Compliance Officer to ensure adherence to policies and procedures of the Indiana Department of Labor and IOSHA, proper conduct or inspections and the issuance of appropriate citations and penalties. The supervisor serves as the primary reviewer of reports prior to issuance. Proper assessment and review of the reports affects the downstream work of the division director and legal staff in negotiating and defending the citations. The incumbent serves as the primary evaluator of corrective action submitted by employers. All levels of work maintained by incumbent have direct ramifications on the agency.

Personal Work Relationships:

Incumbent interacts with field staff regarding assignments, report work and corrective action as required. The incumbent must also communicate with Indiana employers in abatement review and other situations regarding inspections. Incumbent must interact with private and public sector employees in addressing safety and health issues. The incumbent also communicates regularly with agency as appropriate. In addition to the above, the incumbent may have occasion to interact with victims and/or families of victims of industrial accidents and disease.

Physical Effort:

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; 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.

Working Conditions:

Approximately 75 – 80% of the work conducted by the incumbent is performed in a traditional office setting. Monthly onsite employee evaluations are to be conducted by the incumbent with employees. Field work can involve unpleasant and dangerous situations commonly found in the industrial and construction workplace, such as 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;