

OCCUPATIONAL SAFETY SPECIALIST 2**Nature of Work**

Under limited supervision, administers, an occupational safety program which is designed to ensure compliance with all federal and state workplace safety requirements in a district of the Division of Highways. Reviews work practices, work sites and facilities to identify unsafe conditions. Works with employees, supervisors and managers to identify and correct workplace safety problems. Conducts regular safety meetings and conducts safety training sessions. Also responsible for ensuring hazardous wastes are disposed of in accordance with applicable regulations. Performs related duties as required.

Examples of Work

Keeps records and makes oral or written reports of all investigations and inspections.
Develops cost effective methods to correct hazardous conditions.
Develops and conducts employee safety training programs.
May develop areas of specialization such as chain saw training, ergonomics, lead safety, vehicle safety inspections, traffic control, qualitative/fit testing, etc.
Researches literature, standards, laws, and rules to provide management with solutions to safety related problems.
Provide counseling and other support services for employees.
Evaluates work sites for hazardous conditions, able to do problem solving, and through research and evaluation, able to conduct industrial hygiene testing with sound level meters more complex testing equipment is conversant with pertinent federal regulations (OSHA, EPA, DOT, etc.).
Responds to requests from management and work force in timely fashion regarding safety issues.
Communicates ideas and issues with management and to reach a successful agreement through innovation, creativity and compromise.
Participates in training to improve safety, industrial hygiene and communication skills.
Collects samples from structures, soils, and discharges for laboratory analysis to determine OSHA and environmental compliance.
Make regular inspections of sites to ascertain types of wastes produced, sources and volumes of waste, disposal methods, compliance with laws and regulations.
Determines the internal and appropriate sites for sampling, records pertinent data concerning relevant factors and interprets data collected.
Responds in accordance with approved emergency response procedures to spills or release of pollutants, some which may be hazardous substances.
Perform field reviews of employee work practices for compliance with state and federal worksite safety regulations.
Conduct monthly safety meetings with employees in each district organizational units.
Conduct training sessions with employees on topics such as Cardiopulmonary Resuscitation (CPR), first aid, worksite traffic control, and other pertinent topics.
Fit test employees for respirator use in lead contaminated environments.
Inspect and sample worksites and structures for presences of asbestos.
Inspect vehicles traveling interstate highways and carrying hazardous waste.
Maintains various records of safety compliance activity.

OCCUPATIONAL SAFETY SPECIALIST 2 (Cont'd)

Knowledge, Skills and Abilities

- Knowledge of established and effective methods of investigation.
- Knowledge of the various core elements within construction and general industry occupational safety regulations, RCRA Regulations, USDOT Motor Carrier and Hazardous Material regulations, MUTCD Policies, NFPA regulations, NESHAP regulations.
- Knowledge of general highway standards and maintenance techniques.
- Knowledge of capabilities of construction and maintenance equipment.
- Knowledge of occupational health issues.
- Ability to effectively explain and interpret provisions of laws and regulations.
- Ability to enforce laws, rules and regulations with firmness and impartiality.
- Ability to operate a personal computer.
- Ability to speak before groups.
- Ability to maintain working relationships with others.
- Ability to communicate effectively orally and in writing.
- Ability to follow oral and written instructions, exercise sound judgment and work under limited supervision.
- Ability to keep accurate records, write reports in a clear, concise form, and present factual material and ideas effectively.
- Ability to work in special apparel such as self-contained breathing apparatus CSCBA, respirators, and/ or encapsulated suits. **Note:** Personnel engaged in activities associated with hazardous wastes risk exposure to situations or chemical that may cause injury or illness if proper procedures are not followed.
- Ability to interpret laws and standards and apply them to particular situation.
- Ability to analyze situations, problems, and information and develop appropriate responses and resolutions.
- Ability to develop and conduct safety training programs including curriculum and audiovisual material.
- Skill to conduct heavy equipment, motor vehicle, and workplace safety inspections and assess situations quickly.

Minimum Qualifications

- Training: Bachelor's degree from an accredited college or university with a degree in safety or industrial hygiene.
- Substitution: Experience as described below may substitute for the required training on a year for year basis.
- Experience: Three years of full time or equivalent part time paid experience in occupational safety, industrial hygiene or industrial maintenance.
- Substitution: A masters degree in safety or industrial hygiene may substitute for the required training and two years of the required experience.
- Special Requirement: A valid West Virginia Motor Vehicle Operator's License is required.

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