

OCCUPATIONAL SAFETY SPECIALIST 3

Nature of Work

Under Administrative direction, serves as the statewide coordinator of an occupational safety program designed to ensure compliance with all federal and state workplace safety requirements. Serves as the lead Occupational Safety Specialist for the agency, coordinating routine and specialized safety work with the district Safety Specialists. Is responsible for identifying, coordinating and delivering specialized safety training needed by district Safety Specialists to perform their functions.

Examples of Work

Reviews the administration of the safety program on an agency wide basis to ensure district Safety Specialists are carrying out assigned duties.

Evaluates the effectiveness of the safety program as it is administered in each district.

Researches literature, standards, laws and rules to provide management with solutions to safety related problems.

Assists district Safety Specialists in the resolution of difficult or complex occupational safety problems and issues.

Evaluates work sites for hazardous conditions.

Conducts industrial hygiene testing with complex testing equipment.

Develops and conducts training for Safety Specialists and agency personnel.

Identifies new training needs based on research into emerging occupational safety issues and/or changes in laws and regulations.

Responds in accordance with approved emergency response procedures to spills or release of pollutants, some of which may be hazardous substances.

Trains new district Safety Specialists.

May perform all duties of a district Safety Specialist as may be required from time to time.

Supervises inspections of private and commercial hazardous waste transporters to, through, and from West Virginia under the laws of the Hazardous Waste Management Act.

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.

OCCUPATIONAL SAFETY SPECIALIST 3 (Cont'd)**Knowledge, Skills and Abilities (Cont'd)**

Ability to maintain working relationship 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 chemicals that may cause injury or illness if proper procedures are not followed.

Ability to interpret laws and standards and apply them to a 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: Five 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.

Established: 07/17/03

Revised: 07/01/04, 09/17/07

Effective: 09/17/07