

Industrial Safety Coordinator

Job Code	Job Title	Pay Grade
8247A3	Industrial Safety Coordinator	30

CONCEPT:

This is managerial work coordinating a statewide state/federal safety and health program. Work involves formulating, implementing, directing and monitoring state and federal safety and health programs and developing methods for staff involved in occupational safety and health consultation, inspection, compliance, accident reporting, training, and education relative to private industry and state government. Work also includes addressing public and private groups concerned with the implementation and enforcement of state/federal safety and health standards, serving as liaison with other state and federal agencies, and supervising staff.

TASKS:

- Plans, organizes and directs a state-wide occupational safety and health program for private industry and state government involving state and federal laws and regulations.
- Researches, interprets and assembles technical data concerning state/federal safety and health standards; drafts and conveys technical information to agency field personnel, private industry, state government, municipalities, school districts and colleges.
- Develops methods and procedures in accordance with state/federal guidelines to be utilized by field staff in consultative inspections, enforcement inspections, training and education.
- Participates in and/or conducts field evaluation safety and health inspections as required by federal contracts.
- Speaks before public and private groups to explain and discuss state and federal safety and health standards and regulations and to provide public relations with regard to the work performed by the division.
- Assigns projects and evaluates the performance of field staff.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements:

Bachelor Degree in Occupational Safety/Health Programs and two years work experience in occupational safety programs. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

Necessary Special Requirements:

Member of a nationally recognized organization in the field of safety, such as the American Society of Safety Engineers or the World Safety Organization.

REF: 12/13