

OSHA ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers a comprehensive occupational safety and health program and activities for the Territory under the Department of Labor.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers the occupational safety and health program and activities for the Territory under the Department of Labor.

Reviews, analyzes and evaluates program operation and determines the need for improvement such as law or policy revisions, improved methods, techniques and procedures, increased staffing to improve effectiveness.

Formulates budget estimates and maintains control over current expenses within authorized levels.

Explains and interprets occupational safety and health laws, codes, regulations and other program guidelines.

Recommends and initiates appropriate action on personnel matters including new appointments, promotions, leaves of absence and disciplinary problems.

Prepares reports and correspondence.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of management and of administrative processes.

Knowledge of the principles, practices and techniques of occupational safety and health.

Knowledge of dangers inherent in various types of occupations.

Ability to administer a comprehensive occupational safety and health program for the Territory.

Ability to interpret, apply and enforce pertinent laws, rules, regulations and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to assess and evaluate program deficiencies and initiate and recommend improvements.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

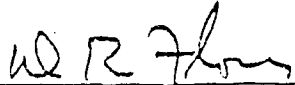
Maintains records and prepares reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of progressively responsible technical experience as Safety Inspector or equivalent work and one year of supervisory work experience, and graduation from a recognized college or university with a Bachelor's degree in business or public administration, physical or related sciences, or related field; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission