

## SAFETY INSPECTOR SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and coordinates occupational safety and health inspectional-enforcement program and activities for a department/agency.

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.)

Supervises occupational safety and health inspectional-enforcement activities for a department/agency.

Assists the OSHA Administrator in the administration of OSHA programs and activities.

Conducts field checks of inspections conducted by subordinate inspectors for conformity with safety and health laws, codes, regulations and other program guidelines; resolves problems where disputes, conflicts or disagreement between inspectors and employers or their representatives are reported.

Formulates and implements safety policies, rules and regulations and other program guidelines; evaluates operational effectiveness and recommends changes to improve effectiveness.

Conducts safety training program and provides safety information and materials.

Discusses with management violations noted, abatement dates, proposed monetary penalties; encourages compliance with the intent to eliminate recognized safety and health hazards.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Knowledge of the dangers inherent in various types of occupations.

Ability to supervise the work of others.

Ability to interpret, apply and enforce occupational safety and health laws, rules, regulations and other program guidelines.

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

Ability to evaluate operational effectiveness and recommend changes in program policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience as a Safety Inspector III or equivalent work and graduation from high school; or

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

ESTABLISHED: July, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission