

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: SAFHMGR3A10N

Civil Service Class and Level: Safety and Health Manager-3

Working Title (What the agency calls the position): Safety Supervisor

Name and Position Code Description of Direct Supervisor: CLARK, NIKILIA F; DEPARTMENTAL MANAGER-4

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Michigan Occupational Safety and Health Administration (MIOSHA)

Division: Construction Safety and Health Division (CSHD)

Section:

Unit:

Work Location (City and Address)/Hours of Work: TBD - Work Site can be one of our existing MIOSHA offices or a home-based office / Monday – Friday 8:00 am to 5:00 pm

General Summary of Function/Purpose of Position: The position directs the work of Workplace Safety Representatives completing a variety of inspection assignments of establishments to determine employer compliance with the Michigan Occupational Safety and Health Act, R408.1001 et seq., P.A. 154 of 1974, as amended, and its standards and rules. The purpose of the inspections is to prevent occupational injuries, illnesses, and death and protect and improve the occupational safety, health, and work environment of the state labor force. The work requires knowledge of policies, procedures, and regulations of specific occupational safety and health programs, as well as supervisory techniques, personnel policies, and procedures. The position functions as a first-line professional manager of a staff of Workplace Safety Representatives in a complex work area. The work unit covers an assigned geographic area within the state. The jurisdiction of the work unit is most construction workplaces; excluded are general industry workplaces, federal facilities, mining, maritime, and domestic employment.

Assigned duties and tasks for each duty.

Duty 1: Manage Workplace Safety Representatives and other staff assigned to a specific geographic area in the proper methods of conducting occupational safety inspections and fatality, complaint, and referral investigations.

- Review weekly activities/itineraries of subordinate employees by reviewing work assignments, setting work priorities, and directing their work. Assign, coordinate, and outline the work methods of subordinate employees.
- Monitor, evaluate and verify employee performance through review of completed work assignments and work techniques. Accompany staff on their inspections. Observe and analyze staff on behavior-based competencies. Provide coaching, support, feedback, corrective action, and discipline staff as necessary.
- Identify staff development and training needs and ensure that training is obtained. Identify needs both in technical knowledge and in behavioral competencies.
- Ensure proper labor relations and conditions of employment are maintained. To address personnel-related situations, review union contracts, department employee handbook, civil service rules and regulations, and agency memos and instructions; consult with agency personnel liaison and department office of human relations. Attend human resources-sponsored training to maintain knowledge.
- Maintain records, prepare reports, and compose correspondence relative to the work.
- Stay current on best practices in occupational safety, trends in occupational injuries and illnesses, industry standards, and legislative changes.
- Provide technical support and training to Workplace Safety Representatives, Industrial Hygienists, and Safety and Health Managers.
- Direct the inspection and evaluation of work operations, production methods, and engineering controls to determine potential occupational safety hazards associated with workplace conditions.
- Direct special assignments concerned with occupational safety hazards, including workplace accidents, injuries and illnesses, fires and explosions, fatalities, and imminent dangers. This requires knowledge of applicable health and safety standards and the ability to evaluate the effectiveness of the hierarchy of controls to ensure employees are safeguarded from hazards.

- Conduct or assign follow-up investigations to ensure that corrective measures are taken where required. This requires knowledge of applicable health and safety standards and the ability to evaluate the effectiveness of the hierarchy of controls to ensure employees are safeguarded from hazards.
- Direct and participate in administration of the occupational safety program. Ensure that staff activities are in line with the agency mission, agency vision and values, strategic plan goals, OSHA state-activity mandated measures, and agency policies and procedures.
- Direct and participate in evaluation of delivery of programs and services. Regularly evaluate staff performance on indices of program effectiveness: number and complexity of work, safety hazard identification, quality of case file documentation, timeliness in opening inspections, case lapse time, timely submission of paperwork, and hour-to-hour time management. Evaluate staff on their customer service skills: conflict management; safety education and training; and communication of program services and business case for safety.
- Assign staff to special assignments such as making public presentations, providing training and mentoring to staff, serving on work groups, and writing articles.

Duty 2: Review and direct the preparation of detailed inspection case files, citations, and safety controls for employers, employees, and employee representatives. These reports outline findings and conclusions relative to compliance with existing occupational safety standards and the risks associated with workplace safety hazards.

- Review and direct assigned Workplace Safety Representatives' preparation of inspection case files, citations, penalties, safety and health recommendations, and notices of potential hazards according to the field operations manual.
- Review reports covering findings, proposes corrective measures, and compliance with safety and health rules and standards.
- Approve citations and penalties for identified violations of state occupational safety and health standards and other inspection findings for issuance to public and private employers.
- Review and direct the preparation of correspondence to the employer, employees, and other interested parties.
- Review and direct preparation of safety control measures for employers.
- Review designs, plans, and specifications for new and/or modified facilities and equipment submitted by industries and others.
- Review or direct review of abatement documentation to ensure violations and safety and health hazards have been addressed.
- Conduct or direct the conduct of off-site inspections of employers via letter and telephone. Ensure follow up with employers on their response or lack of response to the letter or phone call.

Duty 3: Direct and participate in the development, interpretation, evaluation, and recommendation of policies, procedures, rules, and regulations for the effective operation of the program.

- Interpret rules and regulations to officials of industry and others concerning occupational safety hazards.
- Develop regulations and rules governing occupational safety.
- Determine workplace safety program needs and opportunities in a geographic region and coordinates with programs in other geographic regions, divisions, etc.
- Maintain liaison with local units of government, occupational safety organizations, management, employee representatives, and other agencies regarding occupational safety problems and solutions.
- Review and assign complaints, referrals, and reports of occupational safety violations to field staff.
- Process non-formal complaints and oversee the issuance and follow-up of letters to employers addressing areas of concern.
- Conduct informal hearings of citations issued in accordance with the appeal rights granted to employers and employees by the Michigan Occupational Safety and Health Act, R408.1001 et seq., P.A. 154 of 1974. Appear as a witness in contested cases. Assist the Appeals Section at prehearings and hearings with technical occupational safety information, standards interpretation, and case-specific knowledge.
- Review existing technical literature on an independent basis to maintain and update knowledge and skills relative to occupational safety hazards, including engineering control equipment, industrial materials and processes, and consensus standards from the American National Standards Institute, National Fire Protection Association, and American Society for Testing and Materials.
- Participate in training sessions to improve personal knowledge and skills in the practice of occupational safety.
- Prepare and present talks and lectures to professional groups, employer/employee organizations, and other special interest groups on safety hazards; rules, regulations, and standards; process and control procedures; and the business case for a safety program.
- Ensure that telephone calls, MIOSHA Info questions, Ask MIOSHA questions, safety standards interpretations, and inquiries from the public, plant officials, union officials, employees, engineers, government officials, and others concerning occupational safety hazards are appropriately answered.

Duty 4: Other duties as assigned.

- Perform related work as assigned.
- Direct and participate in studies of occupational safety problems in various locations.
- Participate in educational programs to bring about the acceptance of corrective measures.
- May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.
- Select and assign staff, ensuring equal employment opportunity in hiring and promotion.
- Serve on job interview panels, draft selection plans, and draft job appointment packages.
- Work with the human resource liaison to ensure selection and appointment packages meet guidelines.
- As required by the division director, write directives, manuals, letters of interpretation, and other documents.
- Fill in for the safety and health manager as necessary.

Types of decisions made independently and whom or what those decisions affect: Processing and assignment of complaints and referrals for inspection, application and interpretation of division and agency policies and procedures, issuance of findings of investigations with penalties less than or equal to \$25,000, issuance of findings on fatality inspections, processing and approval of variance requests from employers, decisions on first-step appeals of citations, and approval of annual leave.

Types of decisions that require the supervisor's review: Exceptions and deviations from division and agency policies and procedures, actions on cases that are sensitive, issuance of warrants and subpoenas, issuance of cases with penalties greater than \$25,000, administrative closure of inspections, hiring of staff, issuance of corrective action and discipline, and approvals of alternative work schedules.

Physical effort used to perform this job and environmental conditions of this position: The position primarily functions in an office environment with prolonged sitting or standing in one place and use of a personal computer and phone. The position can include accompaniment of field staff on inspections of construction worksites where the job may require an employee to bend, reach, stand, and/or walk for extended periods; climb ladders and scaffolds; access high structures; stoop in small or cramped spaces; work in confined spaces; lift and/or move heavy objects; and walk on uneven terrain.

The job may expose an employee to some risk of sustaining occupational injuries and illnesses, which can be controlled and minimized by following proper safety and health practices. During inspections of construction worksites, the job may require the employee to work in an environment that involves exposure to toxic chemicals, unpleasant and noxious fumes, odors, physical hazards like noise, high-pressure environments, radiation, biological materials, and infectious diseases, with appropriate personal protective equipment. The job may require the employee to be exposed to heat, cold, inclement weather, conditions, and other extreme conditions. The job may require an employee to work in tunnels and crawlspaces, outdoors, from ladders, scaffolds, and platforms, and in adversarial situations or high-crime neighborhoods. The job may require travel.

Other hazards in the field include electricity; falling from heights; slippery walking surfaces; and machines and tools that can amputate, lacerate, or crush. The job can involve a high degree of occupational stress due to the workload and time constraints.

Names and classes and levels of employees whom this position immediately supervises:

WORKPLACE SAFETY REP-E P11
WORKPLACE SAFETY REP-E P11
WORKPLACE SAFETY REP-A 12
WORKPLACE SAFETY REP-A
WORKPLACE SAFETY REP-A
WORKPLACE SAFETY REP-E P11

The essential functions of this position: The position directs the work of Workplace Safety Representatives completing a variety of inspection assignments of establishments to determine employer compliance with the Michigan Occupational Safety and Health Act, R408.1001 et seq., P.A. 154 of 1974, as amended, and its standards and rules. The purpose of the inspections is to prevent occupational injuries, illnesses, and death and protect and improve the occupational safety, health, and work environment of the state labor force. The work requires knowledge of policies, procedures, and regulations of specific occupational safety and health programs, as well as supervisory techniques, personnel policies, and procedures. The position functions as a first-line professional manager of a staff of Workplace Safety Representatives in a complex work area. The work unit covers an assigned geographic area within the state. The jurisdiction of the work unit is most construction workplaces; excluded are general industry workplaces, federal facilities, mining, maritime, and domestic employment.

The function of the position's work area and how it fits into that function: The work area is engaged in a program of occupational injury prevention and control. The program involves the investigation of most types of construction workplaces; evaluating employee exposure to hazards that can cause occupational injuries; citing employers for violations of the Michigan Occupational Safety and Health Act and its rules and standards; recommending improvements in the employer's occupational safety program; and ensuring abatement of hazardous conditions and violations of the Act and its rules and standards. The position supervises a group of Workplace Safety Representatives who conduct inspections of those workplaces and clerical staff who provide office administrative support for those activities.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

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Four years of professional experience equivalent to an Industrial Hygienist, Workplace Safety Representative, or Occupational Safety Advisor; including two years equivalent to an Industrial Hygienist P11, Workplace Safety Representative P11, or Occupational Safety Advisor P11 or one year equivalent to an Industrial Hygienist 12, Workplace Safety Representative 12, or Occupational Safety Advisor 12.

This position has a Special Position Requirement (SPR): Incumbent must have at least two years of professional experience equivalent to Workplace Safety Representative or Occupational Safety Advisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of industrial hygiene and occupational safety.

Thorough knowledge of workplace processes, equipment, tools, and materials related to workplace operations, occupational hazards, and safety precautions applicable to a variety of work settings.

Thorough knowledge of the principles of electricity, mechanics, flammability, machine control systems, fire safety, and risk management relative to occupational safety.

Thorough knowledge of the equipment, testing, and investigative methods related to the specific field of occupational safety.

Thorough knowledge of state and federal laws related to the work.

Thorough knowledge of training and supervisory techniques and employee policies and procedures.

Thorough knowledge of labor relations and equal employment opportunity policies and procedures.

Ability to manage multiple tasks and prioritize effectively.

Ability to interpret and apply complex procedures, rules, and regulations to identify workplace safety and health practices, procedures, programs, and work conditions that could result in worker injuries and illnesses.

Ability to ensure the accuracy and completeness of inspection case files.

Ability to instruct, direct, and evaluate employees.

Ability to do technical occupational safety and health studies and prepare technical reports and articles.

Ability to communicate effectively with others.

Ability to promote and maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Some positions require an annual audiometric test and the mandatory use of a respirator, which requires an annual physical to ensure the ability to perform the duties of this position. In addition, some positions may require candidates to pass a hyperbaric tunnel physical as a portion of the hiring/interview process to ensure the ability to perform investigations in a pressurized tunnel. Certification as a Certified Safety Professional is preferred.