

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Industrial Hygienist	22/Safety & Management Services/Safety	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Industrial Hygienist	702-015-3856-xxx	October 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under general direction of the Chief, Office of Health & Safety, a Staff Services Manager II, the incumbent has statewide responsibility to perform difficult industrial hygiene work in connection with the Department's Industrial Hygiene program. The incumbent will be responsible to inspect and evaluate workplace environments and equipment for conditions that could affect employee safety and health; provide training on environmental hazards, recommend corrective action, and review new products submittals for compliance with current laws and regulations. Additionally, the incumbent acts as a Subject Matter Expert on complex industrial hygiene issues. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
35%	E	Responsible to implement, evaluate, and maintain the Department's Industrial Hygiene Program including the inspection and evaluation of workplace environments and equipment for conditions that could affect employee safety, health, comfort, or performance, in order to ensure compliance with safety standards and government regulations.
		Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials. Conduct environmental studies and inspections for the prevention, elimination, or control of hazards and safety sensitive issues. Provide technical consultation services for Caltrans facilities on indoor air quality including collecting and sampling dust, vapors, and potentially toxic materials for analysis and evaluation.
35%	E	Develop and deliver training on safety and hazardous materials topics such as: chemical protection, hazard communication, blood-borne pathogens, machine guarding, confined spaces, respiratory protection, fall protection, hazard recognition, blood-borne pathogens, asbestos, and hearing protection
20%	E	Provide technical expertise on industrial hygiene issues; including chemical protection, machine guarding, equipment operation, confined spaces, respiratory and hearing protection.
10%	M	Serve as a member of the committee that reviews all New Product submittals for compliance with current laws and to ensure employee safety prior to statewide adaption.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None. May act as lead when assigned.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must possess the knowledge of testing for chemicals, dust, and vapors, etc., in relation to employee health and safety. Must be able to recognize unsafe work practices and order suspension of activities when they pose threats to workers' health and safety.

Must have a good knowledge of Title 8, California Code of Regulations, which includes the General Industry, Construction, and Electrical Safety Orders; Cal-OSHA Law; Hazardous Materials; EPA Standards; Industrial Hygiene testing procedures; Federal and Cal-OSHA citation processes; inspection and accident investigation procedures; variance procedures; instruction methods; Caltrans' mission and internal operational procedures.

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Must have the ability to apply this knowledge to Departmental operations; analyze the impact of decisions on the Department as a whole while constantly ensuring the safety and health of all employees; and possess excellent written and oral communication skills.

Strong analytical skills are required to evaluate various Departmental operations and determine the potential impact on employee safety and health. Must develop alternative procedures for offices and field operations when current procedures pose potential health problems. Must understand and explain (in writing and verbally) the impact of decisions and/or findings by internal and external parties relative to Departmental operations.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Failure to identify, take appropriate action and resolve safety and health hazards could result in serious employee health consequences, even potential death or injury, increase workers' compensation costs, and expose the Department to citations, criminal prosecution, and civil law suits.

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### **PUBLIC AND INTERNAL CONTACTS**

Internal contacts include program administrators and managers at the Deputy and Program Manager level in functional areas including Administration, Construction, Facilities Management, Maintenance, Translab, and Equipment. Frequent contacts include Program Administrators and Managers at the first- and second-line levels, particularly those dealing with hazardous materials. This includes District Safety Officers and Safety staff, statewide and district hazardous spill and hazardous waste coordinators, statewide and district asbestos coordinators, statewide and district construction safety coordinators, Headquarters Maintenance and Construction staff, Translab staff, and Headquarters and District Equipment staff, including the Motorized Equipment Training Academy.

External contacts include Cal-OSHA managers, industrial hygienists, and engineers in Compliance, Consultation, Standards Board and Appeals Board; Department of Health Services' industrial hygienists, doctors, chemists and other health and safety professionals in a variety of safety disciplines in the private sector.

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### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employee may be required to spend time in field setting in adverse weather conditions. Must be able to conduct reviews of construction and maintenance activities which require a great deal of mobility, climbing, and lifting. Must have the ability to lift 30 lbs.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative relationships. Incumbent must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

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### **WORK ENVIRONMENT**

The work environment varies from an office setting using a computer to a classroom providing training to employees to a field worksite requiring the ability to climb, lift, and walk on unlevel ground.

Travel may be required throughout the State including remote maintenance stations and construction sites.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation

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Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE