

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Safety Specialist	Administration/ Safety & Management Services/Safety Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Safety Specialist, Industrial Hygiene	702-015-9808-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 the general direction of the Chief, Office of Safety Services, a Staff Services Manager II, the incumbent is responsible for complex safety issues involving the evaluation of chemicals, industrial hygiene, respiratory protection, indoor air quality, confined spaces, and blood-borne pathogens with statewide impact. Provides consultation and training to supervisors and managers on the Department Injury and Illness Prevention Program (IIPP). Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
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. Direct the work of industrial hygienists or consultants in the inspection and sampling of workplace environments for the prevention, elimination, or control of indoor air quality hazards. Provide technical expertise and consultation on industrial hygiene issues; including chemical protection, machine guarding, confined spaces, respiratory protection, blood-borne pathogens, hazard communication, and hearing protection
30%	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	Researches and provides written recommendations for New Products submittals, Department Accident Review Team investigations, Safety Alerts/Bulletins, or others projects as assigned.
5%	E	Participates as a team member for the Department on various multi-disciplinary committees such as, but not limited to: Cal-OSHA Advisory Committee, Security Committee; Strategic Highway Safety Plan Committee; Caltrans Health and Safety Advisory Committee, and the Department Safety Leadership Group.
5%	E	Provides direction to the Districts and Headquarters managers on regulatory and general Cal-OSHA citations and other concerns regarding employee safety and health issues.
5%	M	Promote employee health and wellness through coordinating Safety Awareness Week presentations and State Employee Heart Walk participation. Provides recommendations submitted by supervisors and participates on the committee for employees nominated for the Governors Employee Safety Award.

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¹ESSENTIAL 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. Incumbent provides technical direction and training to Headquarters and District Safety staff regarding employee safety and health matters. May act as a lead when required.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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; Caltrans' policies, procedures, mission, vision, and goals.

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 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 have above average 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 or safety issues. Must understand and explain (in writing and verbally) the impact of decisions and/or findings by internal and external parties relative to Departmental operations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or inadequacies in recommendations and decisions could result in serious employee health consequences. Failure to identify, take appropriate action, and resolve unsafe conditions during inspections, failure to correctly disseminate accurate information and implement current safety standards or processes may contribute to incidents with potential death or injury as the resultant effect.

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.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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.

Incumbent should possess ability to resolve emotionally charged issues, develop, and maintain cooperative working relationships.

Incumbent must be able to conduct reviews of construction and maintenance activities which require manual dexterity. Position requires incumbent to climb stairs and ladders; stoop, kneel and enter confined and elevated spaces; lift and

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carry safety or training equipment and supplies up to 30 pounds.

WORK ENVIRONMENT

The work environment varies from an office setting using a computer to a classroom providing training to employees to a field setting at active construction or maintenance work zones in varying weather conditions.

Statewide travel may be required to present training to Districts, Division or Programs, conduct safety inspections or interviews.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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 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