

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
LABOR SAFETY OFFICER

DEFINITION

Develops and coordinates comprehensive statewide industrial and commercial labor safety and health programs; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Plans, organizes, and coordinates statewide safety or health education and enforcement programs for labor and industry by leading, guiding, and training inspectors and hygienists.

Maintains liaison with safety representatives and management officials in identifying and promoting the elimination of potentially hazardous working conditions; disseminates related information through mass media.

Accompanies inspectors on field trips to further their training, evaluate their performance, advise on controversial matters, and assist where non-compliance has been encountered; reviews reports from inspectors for technical accuracy and conformance with established departmental policies.

Develops in-service training materials relating to industrial safety and health practices such as brochures, posters, films, and slides.

Instructs field staff in the performance of safety and health code inspections.

Maintains uniform enforcement and inspection policies, prevents overlapping of inspections, and confers with appropriate staff to discuss and resolve problem areas.

Speaks to groups regarding the compliance and consultative safety/health programs administered by the agency.

COMPETENCIES REQUIRED

Knowledge of state and federal safety regulations and labor laws.

Knowledge of the media used in disseminating information to labor, management, and the public.

Knowledge of the principles and practices of management including: employee performance, communication, data processing, training and other functions associated with leading and guiding the work of others.

Ability to make effective presentations of visual aid, printed, and related educational and training materials.

Ability to speak and write effectively in relating technical information to field inspectors, engineers, and employees; secure and maintain the confidence of employers, employees, and the public.

Ability to plan, organize, and implement campaigns for prevention and reduction of industrial and commercial accidents.

Ability to analyze safety and accident reports and make technical evaluations and decisions of probable causes and preventive measures.

Ability to review program objectives and performance goals for the organizational unit assigned, and assess progress toward achievement.

Ability to establish and maintain effective working relationships with plant managers, safety directors, union representatives, employees, and the public.

Ability to determine occupational safety and health hazards and recommend corrective action; application of engineering principles.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with major coursework in chemistry, physics, biological science, occupational safety, or engineering (civil, electrical, mechanical, industrial, chemical, or structural) and four years of experience involving responsibility for planning, promoting, coordinating, or enforcing a safety or health program for an industrial, commercial, or government plant or facility;

OR

an equivalent combination of education and experience substituting 30 semester hours of graduate level course work in chemistry, physics, biology, occupational safety or engineering for one year only of the required experience;

OR

an equivalent combination of education and experience substituting one year of experience involving responsibility for safety program management; accident prevention, inspection and control; safety education and promotion; accident investigation, analysis, and reporting; or occupational health and sanitation standards for each year of the required education with a maximum substitution of four years;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of: two years of full-time work as a Safety Inspection Coordinator shall be considered as qualified; four years of full-time work as a Safety and Health Consultant; eight years of full-time work as a Field Safety Technician shall be considered as qualifying.

NOTE:

Positions require travel. Employees must arrange transportation to and from assigned work areas.

Effective Date: 12/04 BK