

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Senior Industrial Hygienist

Definition

Under general supervision, performs professional work in occupational health as it relates to the Occupational Safety and Health Act (OSHA) and any other pertinent required programs; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Conducts technical complex environmental inspections to determine compliance with applicable statutes, rules and standards; reviews facility plans, previous inspection reports; observes facility in operation; collects data and samples and performs analytical analysis where necessary.

Conducts inspections in industrial, construction and other hazardous work environments to ascertain employee exposure to chemical, physical, radiological and biological health hazards.

Prepares highly technical reports outlining results of inspections where work related hazards were found; drafts citations for specific violations of safety and health regulations, and where necessary invokes measures necessary to correct hazards.

Investigates accidents (including emergency chemical spills) and other sources of work-related hazards.

Acts as a team leader at the full performance level in complex surveys by coordinating inspections and providing on-the-job training of other personnel; reviews work and provides direction to personnel.

Operates and calibrates sound level meters, audio dosimeters, air sampling pumps, combustible gas indicators, and other testing and sampling equipment to measure environmental conditions and to ascertain that sites are free of health hazards.

Contacts and interviews employees and places personal monitoring equipment on such; observes employee work practices and ensures proper operation of monitoring equipment.

Participates in the implementation and review of rules, policies, or formulation and methods needed to effectively implement occupational health programs.

Participates in meetings, training sessions, seminars, etc., to enhance knowledge of agency programs and specific subject matters in order to better perform assigned duties.

Responds to written or telephone requests from a wide variety of public and private entities or individuals for information or technical assistance on a variety of environmental issues; assists with problem resolution or answering questions encountered to interpret, clarify, or review statutes, rules, policy, etc.

Makes presentations to various public and/or professional groups on a variety of environmental topics in order to relay current information on various programs or techniques and/or explain departmental rules, statutes, policies, etc.

Carries a moderate load of equipment during any inspection which involves continuous movement at the worksite to observe employees work, uses all types of personal equipment such as self-contained breathing apparatus.

Collects all pertinent information so that an accurate record is obtained to provide a defense record in the event of litigation.

Maintains assigned and non-assigned precision equipment to ensure that no damage or lost time is experienced.

Competencies Required

Knowledge:

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Production and Processing – Raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Design – Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.
- Engineering and Technology – Practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.

- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Instructing – Teaching others how to do something.
- Systems Evaluation – Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Systems Analysis – Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Service Orientation – Actively looking for ways to help people.
- Quality Control Analysis – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in industrial hygiene, chemical, civil, or mechanical engineering, environmental health, occupational safety, chemistry, physics, or a biological science, and experience equal to one year of full-time work in industrial hygiene compliance, testing, or monitoring.
- 2) Five years of full-time work experience as a safety officer in an industrial or construction setting, which included conducting inspections or investigations for the purpose of evaluating workplace

health and safety with at least one of those years working with industrial hygiene compliance, testing, or monitoring.

- 3) A total of five years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in industrial hygiene, chemical, civil, or mechanical engineering, environmental health, occupational safety, chemistry, physics, or a biological science equals one year of full-time experience.
- 4) Current, continuous experience in the state executive branch that includes six months of full-time work as a Safety Health Consultant.

Notes

Travel, including overnight travel, may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective date: 10/24 KC