

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

SAFETY INSPECTION COORDINATOR

DEFINITION

Under general direction, provides technical assistance and training while coordinating the field work of staff in performing inspections to assure compliance with state laws and rules relating to boiler, elevator, amusement park and ride, and occupational safety and health; 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

Assists a supervisor by performing, in accordance with set procedures, policies, and standards, such duties as instructing employees about tasks, answering questions about procedures and policies, distributing and balancing the work load and checking work; may make occasional suggestions on appointments, promotions, and reassignments.

Participates in inspection activities to assure compliance with appropriate laws and rules; inspections of manufacturers to determine compliance to the code in the manufacture of related equipment; provides technical assistance on difficult or unusual inspections.

Provides training to safety or health inspectors by developing in-house training, monitoring field performance or arranging for formal training in the form of workshops, seminars, etc; provides information to owners, manufacturers, contractors, users, employers, employees and the public relating to the specific area of enforcement activity.

Reviews and/or participates in investigations related to accidents to assist in determining the cause and to assure that violations in the specific area of enforcement are identified.

Reviews publications, documents, blueprints, National Institute of Occupational Safety and Health criteria documents (critical analyses of substances, their characteristics and effects), technical and procedural manuals and specifications relating to the performance and maintenance of equipment in order to maintain a current awareness of changes in laws, rules and technology applicable to the specific area of enforcement.

Estimates and monitors the budget of the respective area of enforcement to ensure adequate funds for required programs.

COMPETENCIES REQUIRED

Knowledge of Iowa code provisions, rules, and applicable national consensus standards relative to the specific area of enforcement activity. (These codes include but are not limited to the American National Standards Institute Standards, American Society of Mechanical Engineers Code, National Fire Protection Association Standards, and National Electrical Code.)

Knowledge of function and design limitations of equipment used in the specific area of enforcement activity.

Knowledge of electricity, mechanics, industrial ventilation, process control methods, basic engineering principles and mathematics necessary to perform pressure volume calculations, determine failure of parts and equipment and to evaluate design criteria.

Knowledge of U.S. Department of Labor and Iowa Bureau of Labor inspection procedures and reporting requirements.

Ability to perform safety inspections of equipment work sites, amusement parks, etc., in order to organize, monitor, review and evaluate the work of subordinates.

Ability to understand, interpret and apply the provisions of applicable codes, rules and laws to field situations and the analysis of blueprints and specifications.

Ability to communicate effectively, both orally and in writing, to analyze inspection work notes and other reports for quality of observations and accuracy of data and to take necessary appropriate action to improve subsequent information submitted by staff.

Ability to train staff.

Ability and willingness to work in a variety of physical surroundings including boiler plants, construction sites and inclement weather.

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

Two years of post high school education with major course work in electricity; mechanical, industrial, civil or electrical engineering; or a vocational program in boiler maintenance or repair and the equivalent of two years of full time work experience in elevator, boiler, or amusement ride installation, inspection or maintenance; or responsibility in a safety or health program including industrial or construction site accident prevention, inspection, control, analysis and reporting; or enforcement of occupational health and safety standards;

OR

an equivalent combination of the above listed education or experience totaling four years;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of eighteen months of full-time experience as a Field Safety Technician, Elevator Inspector, Boiler Inspector, or Power Plant Engineer 3 shall be considered as qualified.

NOTE:

Prior to appointment to the Boiler Inspection Area registration as a National Board Commission Member, issued by the National Board of Boiler and Pressure Vessel Inspectors, will be required.

NOTE:

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

Effective Date: 6/94 MRP