

### Class Concept

Work involves the supervision, coordination, administration, and management of employees engaged in enforcement, consultation, and implementation of the provisions of the North Carolina Occupational Safety and Health Act and related statutes. Work can involve planning, directing and coordinating the work of staff in on-site occupational safety and health inspections; issuing citations, conducting informal conferences, managing case files according to OSH policies and procedures; providing consultative services to organizations requesting assistance in the improvement of their safety programs or participation in the development, interpretation and communication of occupational safety and health standards and rules. Osha Safety and Health Supervisor trains, supervises and reviews the work of staff assigned to a geographic area of the State, to a statewide program or a central office. Supervisor may oversee consultations provided to employers including innovative approaches to reduce the number and severity of workplace illnesses and injuries by performing cost/benefit analysis, providing model/ sample programs, and may conduct injury and illness trend analysis. Work is performed under the general supervision of a

### Bureau Chief.

Employees participate with a Bureau Chief in establishing the Bureau's long and short-term goals and objectives as they relate to operational procedures. Employees plan or assist those supervised in planning all activities including priorities, deadlines, and goals. Employees monitor and review Safety Officers' and Industrial Hygiene Officers' independently developed schedules for training, consultation or inspections. Employees are responsible for operating within the established budget and recommend new budget needs such as training materials, equipment and staffing needs to a Bureau Chief. Employees develop internal policies and procedures for staff based on production goals and quality standards. Employees assure that all policies, procedures and work standards are carried out. Employees draft or recommend changes to operations procedures and work plans.

Employees conduct annual performance evaluations and make recommendations regarding salary adjustments and increases. Work is performed independently with responsibility for interpretation of official policy, legislation, court decisions, and administrative and policy interpretations related to regulations and safety and health laws. OSHA Safety and Health Supervisors provide both technical and administrative supervision to professional and office support staff engaged in enforcement, training or consultation of safety and health standards with employers. Employees are located in an area/district of the state, home based or working out of a central administrative office.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Knowledge of industrial hygiene principles and practices.
- Ability to understand a variety of equipment found throughout the construction, maritime, agriculture and manufacturing industries.
- Thorough knowledge of the State and Federal laws, rules, regulations and safety & health standards governing North Carolina work sites.
- Extensive working knowledge of strategic planning techniques, complex data base management systems and team building. Ability to understand and interpret laws, standards, regulations applicable to specific work site situations and statistical data.
- Considerable knowledge of federal and state safety and health codes.
- Ability to establish and maintain effective working relationships with management, State and Federal officials, and the general public.
- Ability to communicate effectively in written and oral form.
- Ability to train and supervise other workers.
- Ability to use sophisticated inspection testing and measuring equipment.

Minimum Education and Experience

Bachelor's degree in occupational safety and health, industrial management, industrial hygiene, biology, chemistry, physics, mechanical engineering, chemical engineering or a closely related curriculum from an appropriately accredited institution and five years of progressive experience in occupational safety and health field; or an equivalent combination of training and experience.

**Note:** This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.