

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 & Health Act, the Migrant Housing Act and related statutes. Work can involve strategic and performance planning and analysis impacting all Bureaus for the OSHA Division, planning, directing and coordinating the work of staff in on-site occupational safety inspections, setting up safety award programs throughout the state; issuing citations, conducting informal conferences, managing case files according to OSH policies and procedures; or providing consultative services to organizations requesting assistance in the improvement of their safety programs. Positions train, supervise and review the work of staff assigned to a geographic area of the state, to a statewide program or a central office.

Positions can assist Bureau Chiefs with establishing long and short-term goals and objectives as they relate to operational procedures. Positions plan or assist those supervised in planning all activities including setting priorities, deadlines, and goals. Positions are responsible for operating within an established budget and recommending new budget needs such as training materials, equipment and staffing needs. Positions develop internal policies and procedures for staff based on production goals and quality standards. Positions draft or recommend changes to operations procedures and work plans.

Work is performed independently and may require interpretation of official policy, legislation, court decisions, and administrative procedures and policy interpretations related to regulations, safety and health laws and both federal and state administrative procedures. Positions provide both technical and administrative supervision to professional, paraprofessional and office support staff engaged in training programs, enforcement of safety and health standards, statistical analysis, database management and application of special program standards.

OSHA Supervisors are located in areas/districts of the state, home based or work out of a central administrative office.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the State and Federal laws, regulations and safety & health standards governing North Carolina work sites.
- Considerable knowledge of federal and state safety and health codes and eligibility requirements for statewide awards programs.
- 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.
- 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 various types of inspection testing and measuring equipment.

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

Minimum Education and Experience

Bachelor's degree in occupational safety and health, industrial management, industrial engineering or a closely related curriculum from an appropriately accredited institution and five years of progressive experience in occupational and safety and health field, or an equivalent combination of education and experience.

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