

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Occupational Health and Safety Specialist

Position Number: 52010, 11001, 55010, 51010, 16002

Location: Statewide

Department: Transportation

Division and Bureau: Human Resources and Occupational Safety Division

Section and Unit: n/a

Job Overview:

This position provides professional development, implementation, and management of occupational safety and health, employee safety, and risk management programs for the agency at the district level. The position serves as the District expert on the implementation and administration of safety programs; interpretation of safety regulations; safety awareness; safety training, and safety compliance. The position does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Safety Program Management – 80%

Manage the activities of the District occupational safety and health programs. Design, develop, and recommend programs and maintain occupational safety and health compliance. Direct and identify proper work methods to managers, supervisors and staff. Examine alternatives, design, develop, and present safety training, review innovative and comprehensive solutions; and resolve program problems to meet departmental needs and comply with local, state, and federal safety regulations. Analyze, review, evaluate, and report program effectiveness. Formulate and recommend strategies for accident and injury prevention; safe work environment; protection for the general public; and reduction of costs associated with accidental losses, tort liability and compliance with federal, state, and local safety regulations. Develop, coordinate, and conduct safety meetings and professional

safety training on accident and injury prevention, as well as on compliance procedures for agency managers, supervisors and staff. Identify, research, preview, and evaluate safety resource materials for agency managers to ensure work practices meet applicable requirements.

Promote planning approach to daily work activities:

- Discuss and demonstrate this process to supervisors and work crews;
- Assist in developing Job Safety Analysis for specific tasks performed by workers;
- Periodically participate in this activity at varying locations; and
- Review the use of this process by crews and track its effectiveness (from both a preventive and efficiency perspective).

Conduct work site reviews:

- Participate in project planning with management staff with a goal of identifying potential hazards and control methods;
- Observe work activity and apprise supervisor and/or workers of hazards when noticed; and
- Advise about appropriate personal protective equipment (PPE) selection and use when necessary.

Facility audits:

- Establish a schedule of formal safety and property loss management inspections to be conducted by the individual holding this position; and
- Train location personnel to perform self-inspections on a regular basis, and establish a schedule for completion of these inspections.

Accident investigation and analysis:

- Assist with the investigation of serious accidents and injuries when possible;
- Review every Report of Incident, First Report of Injury, and Supervisor's Investigation Report filed in each District; and
- Identify causal trends and preventive measures to be taken.

Safety committees:

- Select the Incident Reports for the committees to review;
- Serve as the primary source for scheduling, conducting, and facilitating the meetings; and
- Participate as a subject matter expert in committee discussions.

Emergency response:

- Conduct Emergency Action Plan (EAP) drills;
- Update Emergency Action Plan (EAP) when needed; and

- Train Building Emergency Action Team (BEAT) members.

Safety training:

- Be a source of training expertise on safety subjects i.e. hazard communication, fall protection, respiratory protection, personal protective equipment (PPE) selection, lockout/tag out, confined space entry, etc. for individual or group training needs; and
- Provide manager/supervisor training on behavioral safety concepts, development of a safety culture, accident investigation, and reporting procedures.

Regulation consultant:

- Research and interpret safety rules and regulations to help assure compliance within the District.

Office of Occupational Safety & Health representative:

- Work in conjunction with Helena headquarters personnel to support program initiatives and convey organizational message to local audience; and
- Provide information and support to risk management and workers' compensation program coordinators.

Industrial Hygiene (10%)

- Complete Qualitative Exposure Assessments as needed
- Conduct various sampling as needed. Sampling may include: noise, air monitoring, etc
- Conduct ergonomic workstation assessments for District personnel; and Respond to employee physical complaints with a goal of identifying work modification to achieve relief from pain symptoms.

Other Duties - 5%

Completes special tasks, projects, and assignments as assigned by the Department Director, HROS Division Administrator, or OSH Bureau Chief.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- Extensive travel by automobile in a large geographical area

- Remaining seated for extended periods of time
- Walking; bending; stooping; climbing; standing; crawling
- Occasional entrance into confined spaces
- Occasional exposure to hazardous materials or substances; fumes; dusts; extreme temperatures; unpleasant odors, sights, or sounds

Knowledge, Skills and Abilities (Behaviors):

- Knowledge of laws, precedents, and government regulations, including extensive knowledge of federal, state, and local safety regulations; insurance principles/concepts, and accident and injury investigation techniques.
- Education and Training — Knowledge of principles and methods for curriculum and training design for adult learners, teaching and instruction for individuals and groups, and training evaluation.
- Effective Writing/Reading Comprehension skills, Communication and speaking skills. Displays judgment, decision-making, and problem solving skills

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Occupational Safety and Health, Industrial Hygiene, Industrial Psychology, Occupational Therapy, Environmental Health, Industrial Technology, or a related field.

This position requires a minimum of two years of directly related experience interpreting federal and other safety regulations and guidelines, compliance, insurance, risk management, workers’ compensation laws/claims, hazardous materials, adult training, or closely related experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Union Code |
| <input type="checkbox"/> Background check | <input checked="" type="checkbox"/> Valid driver’s license |

Other; Describe

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Safety Officer 1 Job Code Number: E51011 Level: 1

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input checked="" type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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