



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SAFETY MANAGER II - DIR	41*	A	11.512
SAFETY MANAGER I - DIR	40*	A	11.534

SERIES CONCEPT

Safety Managers work in programs mandated by the Nevada Occupational Safety and Health Act (OSHA) and statutes and regulations concerning mine safety. Safety Managers supervise subordinate Safety Supervisors, may also supervise a supervising Industrial Hygienist, and manage the assigned office or program. Activities may include unannounced on-site inspection of the workplace safety programs and actual conditions of general industry and governmental employers, including construction sites; issuance of citations and/or penalties for violations, suggesting feasible means of abatement, conducting investigations of serious workplace injury and fatality accidents; investigating complaints of workplace safety violations and discrimination based on protected safety-related activities; and facilitating consultation and training services. Program management duties include developing operating procedures; drafting proposed regulations and statutes; determining work program priorities; conducting appeal hearings on challenges to citations and penalties; representing the unit to the regulated community, professional organizations, and the public. Supervisory duties include assigning and reviewing work, evaluating performance, recommending personnel actions including hiring, firing, discipline, and promotions.

CLASS CONCEPTS

Safety Manager II: Under general direction, incumbents plan, implement, and direct activities for a District office through supervision of subordinate supervisors of Safety Specialists and Industrial Hygienists. Positions review case files for required documentation and appropriateness before issuing citations, and conduct a high volume of informal conferences regarding citations and penalties with enforcement staff, employer and employee representatives and their attorneys. Incumbents exercise final authority for negotiating settlements, including reductions and withdrawals of citations and penalties at the informal hearing level, within the parameters of Enforcement section policies; and conduct pre-construction conferences to review the general construction plans and written safety programs for each contractor on a project in order to evaluate the project's safety as a worksite. Other duties include developing budget requests, and participation in formal hearings and litigation proceedings arising out of enforcement actions.

Safety Manager I: Under limited supervision, the incumbent manages the statewide Boiler/Elevator Inspection Program to ensure compliance with State regulations regarding the design, installation, operation and repair of boilers, elevators, and related equipment. Duties include supervision of Safety Supervisors in the District offices, and oversight of inspections, citations, design review, and investigations; and technical assistance related to equipment at new construction sites and existing establishments. The incumbent personally prepares or reviews responses to code variance requests, drafts proposed statutes and regulations relating to the unit's responsibilities, and ensures the availability of appropriate tracking and program monitoring systems.

The incumbent also serves as the Nevada State jurisdictional authority for the National Board of Boiler and Pressure Vessel Inspectors and the American Society of Mechanical Engineers; represents the State on all code committees governing rules of construction standards for boilers, pressure vessels, elevators, dumbwaiters, escalators, moving walks and related equipment; and administers examinations for National Board Commissions for employees of the Mechanical Unit, other authorized inspection agencies, and insurance companies.

***Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations.**

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Safety Manager I requires Commission as a National Board of Boiler and Pressure Vessel Inspector at the time of appointment and as a condition of continuing employment.
- * A valid driver’s license is required at the time of appointment and as a condition of continuing employment.
- * Travel to out-of-state locations for mandatory federal OSHA safety and health training and meetings is required.

INFORMATIONAL NOTE:

- * Safety Manager I must obtain and maintain certification as a Qualified Elevator Inspector (QEI) within six months of appointment and as a condition of continuing employment.

SAFETY MANAGER II

EDUCATION AND EXPERIENCE: One year of experience as an Industrial Hygienist IV or Safety Supervisor in Nevada State service; **OR** two years of experience comparable to a Safety Specialist (Consultation or Enforcement); Industrial Hygienist III; Safety Specialist, Mine Safety and Health; or Safety Specialist, Training in Nevada State service **OR** an equivalent combination of education and experience. (See *Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal Occupational Safety and Health Act, regulations, and directives related to State enforcement activities; federal Mine Safety and Health Act of 1977; the principles and practices of personnel administration, supervision, and office management; abatement strategies to correct violations of occupational safety and health standards in a wide range of disciplines. **Ability to:** manage the work of technical and professional staff through subordinate supervisors; develop support for the goals and principles of occupational safety and health; conduct informal conferences, make sound decisions based on facts of individual cases, and negotiate settlements with cited employers; respond appropriately in confrontational situations; provide technical assistance to staff and the regulated community on a variety of workplace safety and health issues; identify occupational safety and health hazards and violations; apply and interpret regulations, laws, and applicable codes and standards pertaining to occupational safety and health; maintain updated knowledge of changing standards, codes, rules and regulations; communicate effectively orally and in writing; make effective oral presentations; prepare technical correspondence and reports; develop and justify budget requests.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the Nevada Occupational Safety and Health Act, regulations, and directives; and statutes and regulations concerning mine safety. **Ability to:** respond appropriately to media inquiries regarding the Office’s activities.

SAFETY MANAGER I

EDUCATION AND EXPERIENCE: One year of experience as a Safety Supervisor, Mechanical Unit option, in Nevada State service; **OR** two years of experience as a Safety Specialist, Boiler; Safety Specialist, Elevator; or Safety Specialist, Boiler & Elevator; **OR** one year of equivalent experience in another jurisdictional authority which involved the supervision of boiler and/or elevator inspection and the review of construction plans resulting in issuance and revocation of operation permits. (See *Special Requirements and Informational Note*)

MINIMUM QUALIFICATIONS (cont'd)

SAFETY MANAGER I

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application)

Ability to: manage the work of Boiler/Elevator inspectors through subordinate supervisors; recommend acceptance or denial of variance requests for new installations based on sound technical analysis; draft and present proposed changes to statute and regulations within the scope of the Mechanical Unit's jurisdiction; *and all knowledge, skills and abilities required for Safety Supervisor, Option B: Mechanical Unit.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job)

Ability to: organize and direct a statewide mechanical inspection program; represent the State of Nevada on code committees governing national construction standards for boilers, elevators, and related equipment; administer the National Board of Boiler and Pressure Vessel Inspector examination process in the State.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.512

11.534

ESTABLISHED:	7/1/97P	7/1/97P
	9/19/96PC	9/19/96PC
REVISED:	4/4/06UC	4/4/06UC
REVISED:	12/10/10PC	12/10/10PC
REVISED:	07/01/13LG	07/01/13LG