

# Occupational Safety Specialist 1

## Job Brief:

This is the entry level class in the Occupational Safety Specialist sub-series. An employee in this class learns to perform routine safety inspections under the guidance of and training by a specialist of higher classification. As knowledge and experience are gained, employees are assigned increasingly responsible inspection assignments. This class differs from the Occupational Safety Specialist 2 in that an incumbent of the latter performs at the intermediate level. This class flexes to and differs from the Occupational Safety Specialist 3 in that an incumbent of the latter performs complex technical consultative inspections or complex regulatory inspections.

\*An applicant appointed to this flexibly staffed class will be reclassified to the Occupational Safety Specialist 3 after successful completion of a mandatory two year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

## Job Duties:

### Monitor Processes, Materials, or Surroundings

Learns how to investigate industrial and construction accidents/fatalities/catastrophes by assisting senior staff.

Learns how to investigate all relevant work places to identify hazards by assisting senior staff.

### Inspecting Equipment, Structures, or Material

Learns how to inspect work activities, equipment, structures, or material to identify hazards and or safety violations.

Learns how to conduct inspections.

## Evaluating Information to Determine Compliance with Standards

Learns how to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards

Learns how to determine violations or non-violation of standards or hazards by collecting relevant facts from various resources and documentation during the investigation

## Processing Information

Learns how to collect information and analyzes documentation to develop case file.

### Estimating the Quantifiable Characteristics of Products, Events, or Information

Learns how to use various types of measuring equipment in performing inspections.

## Performing General Physical Activities

Performs physical activities in a variety of environments that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials

## Interacting With Computers

Learns how to use agency specific software.

Uses computers and computer systems (including hardware and software) to enter data, or process information.

## Resolving Conflicts and Negotiating with Others

Learns how to handle complaints, settle disputes, and resolve grievances and conflicts, or otherwise negotiate with others.

## Communicating with Persons Outside Organization

Learns how to act as a technical advisor in a full range of public or private sector facilities to aid the employer with compliance issues.

Communicates with various individuals in writing and verbally

## Repairing and Maintaining Electronic Equipment

Maintain equipment used in inspections as directed.

## Getting Information

Learns how to review and research printed and electronic documents to gain knowledge of occupational safety standards.

Learns how to receive and process pertinent information verbally or electronically such as complaints, referrals, fatalities, requests for consultation, etc.

Learns how to review the history of the company for past inspection data.

## Organizing, Planning, and Prioritizing Work

Learns how to prioritize work to meet deadlines for required reports.

## Operating Vehicles, Mechanized Devices, or Equipment

Requires a valid operator's license and reliable vehicle to travel to and from inspections.

## Communicating with Supervisors, Peers, or Subordinates

Provides information to supervisors and co-workers by telephone, in written form, e-mail, or in person.

## Updating and Using Relevant Knowledge

Reviews standards, directives, interpretations, Field Operations Manual (FOM), Consultation Policies and Procedures Manual (CPPM) as needed to stay current in Occupational Safety and Health trends.

Attends staff meetings, formal and informal training as required.

## Establishing and Maintaining Interpersonal Relationships

Develops constructive and cooperative working relationships with others, and maintain them over time.

## Developing and Building Teams

Encourages and builds mutual trust, respect, and cooperation among team members.

## Performing Administrative Activities

Performs day-to-day administrative tasks such as maintaining information files and processing paperwork.

## Scheduling Work and Activities

Works with supervisor to set schedule to meet established goals.

## Selling or Influencing Others

Learns how to market services of the on-site consultation program to employers.

## **Requirements and Skills:**

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in safety, industrial engineering, sciences or other related field.

OR

An associate's degree in safety, industrial engineering, sciences or other related field and two or more years of experience in occupational safety and health inspection work.

Substitution of Education for Experience: None

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Necessary Special Qualifications:

A valid vehicle operator's license is required for employment.



\*Examination Method: Education and Experience, 100%, for Preferred Service positions.

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