

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

OCCUPATIONAL SAFETY INSPECTOR

JOB DESCRIPTION

Employees in this job inspect a variety of places of employment to ensure compliance with established state occupational safety standards using inspection techniques and in accordance with Michigan Occupational Safety and Health Act (M.I.O.S.H.A.).

There are four classifications in this job.

Position Code Title – Occupational Safety Inspector-E

Occupational Safety Inspector 10

This is the intermediate level. The employee works under the direction of an experienced inspector performing a variety of inspection assignments while learning M.I.O.S.H.A. standards and other related state laws and regulations and developing inspection methods and techniques.

Occupational Safety Inspector E11

This is the experienced level. The employee performs a full range of occupational safety inspection assignments in an assigned area of the state. The employee exercises considerable independent judgment in making decisions, interpreting laws, regulations, policies, and procedures, and applying them to specific situations.

Position Code Title – Occupational Safety Inspector-A

Occupational Safety Inspector 12

This is the advanced level. The employee functions either as a lead worker overseeing the work activities of other Occupational Safety Inspectors, or as a senior worker consistently performing complex assignments beyond those expected at the experienced level that have been approved by Civil Service.

Position Code Title – Occupational Safety Inspector-SS

Occupational Safety Inspector 13

This is the staff specialist level. The employee applies specialized knowledge as a hearings coordinator for the occupational safety program. The staff specialist position has sole and full-time responsibility for the assigned specialty area that has been recognized through approval by Civil Service.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspects a variety of places of employment, using visual observation and mechanical testing equipment, to observe and report on potential violations of occupational safety and M.I.O.S.H.A. standards.

Documents violations through notes, sketches, measurements, photographs, and videotapes.

Gathers evidence and prepares reports on M.I.O.S.H.A. violations, complaints, and occupational accidents and fatalities.

Visits all areas of the work site, walks for long periods of time; climbs ladders to reach catwalks, platforms, and scaffolds; enters confined spaces such as holding tanks or uses other means to observe all potentially dangerous working conditions.

Evaluates working conditions and recommends improvements in safety and health methods, practices, and procedures.

Conducts meetings with employers and employee representatives to discuss such points as the standards, cited violations, and potential hazards and to resolve disputes regarding occupational safety issues.

Explains the occupational safety standards and M.I.O.S.H.A. laws to employers and employee representatives.

Reviews accident, injury, and illness reports to detect problem areas related to employee safety.

Investigates occupational accidents and injuries to determine the cause of the accidents/injuries, and to determine violations of M.I.O.S.H.A. standards.

Participates in in-service training programs related to revisions of the standards and their enforcement.

Inspects and prepares reports on requests for variance to the established safety standards.

Testifies at administrative hearings and in court regarding violations of occupational safety and M.I.O.S.H.A. standards.

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Prepares and/or maintains reports, files, and written correspondence related to the work.

May participate in the training of other occupational safety inspectors.

Performs related work as assigned.

Additional Job Duties

Occupational Safety Inspector 12 (Senior Worker)

Performs on a regular basis occupational safety inspector assignments which are recognized as the most complex.

Occupational Safety Inspector 12 (Lead Worker)

Coordinates the work by determining priority, scheduling and assigning work, and overseeing the work of lower-level Occupational Safety Inspectors.

Explains work instructions and adapts, if necessary, pertinent and general methods and procedures in order to meet required needs.

Oversees and assures quantity and quality of the workflow.

Occupational Safety Inspector 13

Conducts informal reviews of petitions requesting modification of citations on M.I.O.S.H.A. violations.

Conducts informal conferences with employers to discuss and/or clarify safety citations.

Reaffirms or modifies, in writing, the department's position based on informal reviews and conferences.

Represents the division at pre-hearing conferences and hearings for M.I.O.S.H.A. appeals.

Reviews petitions and ensures that established appeals procedures are followed.

Attends meetings, conferences, and seminars as a representative of the M.I.O.S.H.A. Appeals Division.

Recommends changes in methods and procedures related to safety inspections or the citation review process resulting from M.I.O.S.H.A. appeals.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced and specialist levels.

Knowledge of the standard practices, processes, tools, equipment, and materials related to industrial plant operations.

Knowledge of the occupational hazards and safety precautions applicable to a variety of work settings.

Knowledge of M.I.O.S.H.A.

Knowledge of the methods and procedures related to the processing and appealing of citations.

Knowledge of inspection techniques and procedures.

Knowledge of investigative techniques and methods.

Ability to testify at administrative hearings and present evidence regarding violations of M.I.O.S.H.A. standards.

Ability to interpret and apply standards, laws, rules, and regulations.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to communicate effectively.

Ability to meet and deal effectively with others.

Ability to operate a motor vehicle and/or to travel throughout the state.

Additional Knowledge, Skills, and Abilities

Occupational Safety Inspector 12 (Senior Worker)

Ability to perform the most complex occupational safety inspector assignments.

Occupational Safety Inspector 12 (Lead worker)

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to assign work and explain instructions to lower-level Occupational Safety Inspectors.

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Occupational Safety Inspector 13

Ability to represent the Bureau at pre-hearing conferences and administrative hearings on M.I.O.S.H.A. appeal issues.

Ability to conduct informal conferences with employers to discuss safety citations.

Working Conditions

Work is performed in industrial plants, but may be performed in a variety of other places of employment.

The employee may be exposed to heat (e.g. a foundry), cold (e.g. a processing operation in refrigerated rooms), noise (e.g. a stamping plant), noxious fumes (e.g. a chemical plant), dust, dirt, odor, and dampness.

Considerable travel by automobile may be required.

Some jobs require an employee to work outdoors, under extreme weather conditions and environmental conditions of the work site, as well as in an office.

Some jobs require an employee to work on high structures.

Some jobs require an employee to work where there is a significant chance of injury.

Some jobs require an employee to work in tunnels and crawl spaces.

Physical Requirements

Some job duties require an employee to bend and reach for extended periods.

Some job duties require an employee to bend or stoop in confined spaces.

Some job duties require an employee to climb ladders.

Some job duties require an employee to walk or stand for extended periods.

Education

Educational level typically acquired through completion of high school.

Experience

Occupational Safety Inspector 10

Five years of experience in a machine shop or industrial plant, including one year equivalent to journey-level experience in the skilled trades.

Occupational Safety Inspector E11

One year of experience equivalent to an Occupational Safety Inspector 10.

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Occupational Safety Inspector 12

Two years of experience equivalent to an Occupational Safety Inspector, including one year equivalent to an Occupational Safety Inspector E11.

Occupational Safety Inspector 13

Three years of experience equivalent to an Occupational Safety Inspector, including two years equivalent to an Occupational Safety Inspector E11 or one year equivalent to an Occupational Safety Inspector 12.

Alternate Education and Experience

Occupational Safety Inspector 10

Possession of a bachelor's degree with a major in occupational safety or industrial hygiene and one year of journey-level experience in the skilled trades may be substituted for the education and experience requirements.

Occupational Safety Inspector 10

One year of experience inspecting industrial plants for compliance with occupational safety standards may be substituted for the experience requirement.

Occupational Safety Inspector E11

Two years of experience inspecting industrial plants for compliance with occupational safety standards may be substituted for the experience requirement.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
OCCSFYISP

Job Code Description
Occupational Safety Inspector

Position Title
Occupational Safety Inspector-E
Occupational Safety Inspector-A
Occupational Safety Inspector-SS

Position Code
OCSFISPE
OCSFISPA
OCSISPSS

Pay Schedule
A02-019
A02-024
A02-026