JOB DESCRIPTION
Employees in this job supervise Occupational Safety Inspectors. The work requires knowledge of the Michigan Occupational Safety and Health Act (M.I.O.S.H.A.) pertaining to occupational safety, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job.

**Position Code Title – Occupational Safety Supervisor-1**

**Occupational Safety Supervisor 13**
The employee serves as a first-line field supervisor directing the work of subordinate Occupational Safety Inspectors.

**Position Code Title – Occupational Safety Supervisor-2**

**Occupational Safety Supervisor 14**
The employee serves as a second-line supervisor directing the work of subordinate Occupational Safety Inspectors through first-line supervisors.

**Position Code Title – Occupational Safety Supervisor-3**

**Occupational Safety Supervisor 15**
The employee serves as a third-line supervisor directing the work of subordinate Occupational Safety Inspectors through second-line supervisors.

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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Explains the M.I.O.S.H.A. rules and standards that pertain to occupational safety to field staff, industry officials, employers, employees and their representatives.

Recommends changes in methods and procedures related to safety inspections or the citation review process.

Represents the division/department at pre-hearing conferences and hearings.

Prepares and submits reports on inspection activities.

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

Serves as a field supervisor responsible for coordinating, reviewing, and participating in the work of field occupational safety inspectors in a designated region of the state.

Conducts the most complex occupational safety inspections.

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

Gathers evidence and prepares reports on code violation complaints and occupational accidents and fatalities.

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

Attends hearings relative to citations of violations of M.I.O.S.H.A. standards.

Performs related work as assigned.

**Additional Job Duties**

**Occupational Safety Supervisor 14**
Coordinates regional field inspections or related activities through first-level supervisors.

**Occupational Safety Supervisor 15**
Coordinates regional field inspections and/or related activities through second-line supervisors.
Develops budget and annual activity plans and controls expenditures.

Develops new standards and recommends revisions to existing standards relative to M.I.O.S.H.A./occupational safety standards.

Establishes and revises policies, procedures, and forms.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 13 level and thorough knowledge is required at the 14 and 15 levels.

Knowledge of selection techniques and good interview practices.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of employee policies and procedures.

Knowledge of labor relations and fair employment practices.

Knowledge of basic investigative techniques and practices.

Knowledge of state occupational safety and Michigan Occupational Safety and Health Acts.

Knowledge of occupational safety techniques and procedures.

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

Ability to prioritize, organize, and coordinate work assignments of lower-level Occupational Safety Inspectors either directly or through subordinate Occupational Safety Supervisors.

Ability to instruct, supervise, and evaluate employees’ performance through the review of completed work assignments.

Ability to interpret and apply standards, laws, rules, and regulations.
Ability to observe critically and obtain accurate data.

Ability to conduct the most unusual and/or complex occupational safety inspections.

Ability to represent the division/department at pre-hearing conferences and hearings.

Ability to prepare and/or maintain reports and other correspondence related to the work.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain favorable public relations.

**Additional Knowledge, Skills, and Abilities**

**Occupational Safety Supervisor 15**

Some knowledge of accounting and budgeting practices and procedures.

Ability to deliver speeches.

**Working Conditions**

The employee will walk, bend, and reach for extended periods.

The employee will climb tall ladders.

The employee will bend or stoop in confined spaces.

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 under extreme weather conditions and environmental conditions of work site.

**Physical Requirements**

None.

**Education**

Educational level typically acquired through completion of high school.
Experience

Occupational Safety Supervisor 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.

Occupational Safety Supervisor 14
Four years of experience equivalent to an Occupational Safety Inspector, including three years equivalent to an Occupational Safety Inspector E11, two years equivalent to an Occupational Safety Inspector 12, or one year equivalent to an Occupational Safety Supervisor 13 or Occupational Safety Inspector 13.

Occupational Safety Supervisor 15
Five years of experience equivalent to an Occupational Safety Inspector, including three years equivalent to an Occupational Safety Inspector 12, two years equivalent to an Occupational Safety Supervisor 13 or Occupational Safety Inspector 13, or one year equivalent to an Occupational Safety Supervisor 14.

Special Requirements, Licenses, and Certifications
None.

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

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ECP Group 3
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TeamLeaders