

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**SAFETY AND HEALTH MANAGER**

**JOB DESCRIPTION**

Employees in this job direct Industrial Hygienists, Workplace Safety Representatives, Occupational Safety Advisors, or others completing investigative, inspection, and consultative assignments to prevent occupational injuries, illnesses, and deaths and improve the occupational safety, health, and work environment of the state labor force.

The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

**Position Code Title - Safety and Health Manager-3**

**Safety and Health Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title - Safety and Health Manager-4**

**Safety and Health Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

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.

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 related to the work.

Reviews reports covering findings, propose corrective measures, and compliance with safety and health rules and standards.

Stays current on best practices in occupational safety and health, trends in occupational injuries and illnesses, industry standards, and legislative changes.

Interprets rules and regulations to industry officials and others.

Develops regulations and rules relating to occupational safety and health.

Directs the inspection and evaluation of work operations, production methods, and engineering controls to determine potential occupational safety and health hazards.

Directs occupational health and safety assignments, including workplace accidents, injuries and illnesses, health emergencies, fires and explosions, fatalities, and imminent dangers.

Determines needs and coordinates workplace safety and health programs.

Serves as a liaison with government units, occupational safety and health organizations, management, and employee representatives regarding industrial health and safety problems and solutions.

Directs and participates in studies of occupational safety and health problems.

Analyzes and interprets laboratory and field data from investigations related to working conditions and occupational safety and health hazards, including air sampling results, noise monitoring results, heat monitoring results, material sample results, risk assessments, hazard identifications, root cause analyses, and evaluations of safety and health management systems.

Cites violators and appears in court as a witness.

Leads educational initiatives to promote the understanding and acceptance of corrective measures.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Thorough knowledge of the principles and practices of industrial hygiene and occupational safety.

Thorough knowledge of workplace processes, equipment, tools, and materials related to workplace operations, occupational hazards, and safety precautions.

Thorough knowledge of the scientific principles relative to environmental control.

Thorough knowledge of the principles of electricity, mechanics, flammability, machine control systems, fire safety, and risk management relative to occupational safety.

Thorough knowledge of the equipment, testing, and investigative methods and laboratory procedures related to industrial health and occupational safety.

Thorough knowledge of state and federal laws related to the work.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of labor relations.

Knowledge of equal employment opportunity policies and procedures.

Ability to interpret and apply procedures, rules, and regulations to identify workplace safety and health practices, procedures, programs, and work conditions that could result in worker injuries and illnesses.

Ability to ensure the accuracy and completeness of inspection and consultation case files.

Ability to instruct, direct, and evaluate employees.

Ability to complete technical occupational safety and health studies and prepare technical reports and articles.

Ability to communicate effectively.

Ability to promote and maintain favorable public relations.

Ability to prepare and maintain records related to the work.

### **Working Conditions**

Some jobs require an employee to work where there is potential exposure to injury or illness.

Some jobs require an employee to work in an environment that involves exposure to toxic chemicals, unpleasant and noxious fumes and odors, and physical hazards like noise, high-pressure environments, radiation, biological materials, and infectious diseases.

Some jobs require an employee to work in an environment that involves extreme temperatures.

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

Some jobs require travel.

Some jobs require an employee to work from ladders, scaffolds, and platforms.

Some jobs require an employee to work in adversarial situations or a hostile environment.

Some jobs require an employee to work outdoors.

### **Physical Requirements**

The job duties require an employee to bend, reach, stoop, stand, and/or walk for extended periods.

The job duties may require an employee to climb ladders and scaffolds.

The job duties may require an employee to work in confined spaces.

The job duties require an employee to lift and/or move heavy objects.

The job duties may require an employee to traverse rough terrain.

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

#### **Safety and Health Manager 14 - 15**

Four years of professional experience equivalent to an Industrial Hygienist, Workplace Safety Representative, or Occupational Safety Advisor; including two years equivalent to an Industrial Hygienist P11, Workplace Safety Representative P11, or Occupational Safety Advisor P11 or one year equivalent to an Industrial Hygienist 12, Workplace Safety Representative 12, or Occupational Safety Advisor 12.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

**Special Requirements, Licenses, and Certifications**

See individual position descriptions.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

SAFHMHMGR

**Job Code Description**

SAFETY AND HEALTH MANAGER

**Position Title**

Safety and Health Manager-3

Safety and Health Manager-4

**Position Code**

SAFHMHMGR3

SAFHMHMGR4

**Pay Schedule**

NERE-332

NERE-355

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