

CLASS TITLE: CHIEF COMPLIANCE INSPECTOR

Class Code: 02754200
Pay Grade: 30A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, supervise and review the work of a staff engaged in insuring the promotion of and compliance of all state safety laws, regulations and standards and codes relating to occupational safety and health in the public sector; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed upon completion for conformance to laws, regulations, standards and codes and policies.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of technical personnel engaged in the inspection of all cities, town and state agencies.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To schedule, assign and review the work of safety compliance officers performing initial inspections, annual inspections, accident investigations and complaint investigations regarding occupational health and safety in the workplace; inspections are conducted annually to ensure compliance to all appropriate state safety laws, regulations and codes.

To provide ongoing training for inspectors in the methods and techniques of inspecting all employee workplaces in the public sector and to provide and assist city, town, and state agencies with technical assistance in ensuring a safe and healthful workplace for all employees in the public sector.

To insure a thorough inspection of all accident and complaint reports received by this office in order to determine the cause of the accident, and to assist in eliminating probable cause of additional accidents.

To be responsible for the inspection of all facilities housing employees in the public sector.

To schedule and insure inspections of all facilities used in the public sector and to review all inspection reports submitted by the safety compliance officers.

To review requests of or extension of time, modification of abatement dates, and variances from standards, codes, and regulations, and to recommend approval or rejection.

To stay abreast of changes in the standards and codes promulgated by the Department of Labor and Training..

To prepare various reports and proposed revisions to the codes as necessary.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of and the ability to interpret state safety statutes, regulations, codes and standards as they relate to the inspection of the workplace provided by employers in the public sector; a thorough knowledge of and the ability to apply standard methods, principles, practices and techniques of safety inspections of the workplace, and mechanized equipment operating to service a facility; a working knowledge of the various components and their functions; the ability to plan, organize, supervise and review the work of a staff engaged in the inspection of all workplaces in the public sector; the ability to prepare reports containing findings, conclusions and recommendations; the ability to establish and maintain effective working relationships with the administrative officers of all departments in the public sector; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school or a vocational training school; and

Experience: Such as may have been gained through: considerable employment as an inspector in the field of safety compliance with some experience in a supervisory capacity planning, organizing and reviewing the work of safety compliance inspectors.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 15, 1984

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