

CLASS TITLE: CHIEF, HAZARDOUS SUBSTANCE UNIT

Class Code: 02754800
Pay Grade: 26A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, coordinate, supervise, and review the work of a staff engaged in ensuring the implementation of and compliance with the Hazardous Substance Right-To-Know Act as it relates to employers within the public and private sector throughout the state; to be responsible for the implementation and administration of the Community Right-To-Know Act which provides requested information for the general public regarding hazardous substances in the workplace; 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 and initiative; work is subject to review upon completion for conformance to laws, rules, regulations and policies.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and reviews the work of technical personnel engaged in performing hazardous substance investigations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To schedule, assign and review the work of a subordinate technical staff engaged in performing hazardous substance inspections, as well as employee complaint investigations regarding hazardous substance health regulations in the workplace; inspections and investigations are conducted to ensure proper compliance to all appropriate hazardous substance Right-to-Know laws, rules and regulations.

To be responsible for the implementation and administration of the Community Right-To-Know Act which provides residents of the state with all available information on employers' hazardous substance safety data sheets and lists; and to ensure that such data is accessible upon request.

To review requests of or extension of time, exemption from hazardous substance laws, and modification of abatement, and to recommend approval or rejection.

To be responsible for the inspection of all facilities used in the public and private sector and to review all inspection reports submitted by subordinate personnel.

To provide an ongoing training program for technical personnel in the methods and techniques of inspecting all employee workplaces, both private and public, governed under the Hazardous Substance Right-to-Know Act.

To maintain an effective liaison with various state departments, local environmental and safety officials and private and public employers in coordinating and implementing the Hazardous Substance Right-to-Know Act.

To maintain an awareness of pertinent state legislation, as well as, proposed legislation as it applies to the hazardous substance program and to improving the effectiveness of the program.

To prepare extensive technical and statistical written reports relative to the programs' activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of and the ability to interpret state hazardous substance statutes, regulations and standards as they relate to the inspection of the

workplace provided by employers in the private and public sector; a thorough knowledge of and the ability to apply standard methods, principles, practices and techniques of hazardous substance health inspections of the workplace; the ability to plan, organize, coordinate, supervise and review the work of a staff engaged in the inspection of all workplaces in the public and private sector; the ability to establish and maintain effective working relationships with representatives state departments, as well as superiors, associates and private and public employers; the ability to prepare extensive written reports containing findings, conclusions and recommendations regarding the hazardous substance program as required; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

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

Experience: Such as may have been gained through: considerable employment as an inspector in the field of occupational safety with some experience in a supervisory capacity planning, organizing, coordinating and reviewing the work of a subordinate staff engaged in performing occupational safety inspections.

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

Class Created: April 27, 1986

Editorial Review: 3/15/03