



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OSH INDUSTRIAL HYGIENE PROGRAM MANAGER

Job Number: 20000826

Job Code: 33080V241016

Job Group: 3300 - HEALTH INSPECTION

Job Established: 06/16/1982

Job Revised: 10/16/2024

Grade: 18 Salary (MIN - MID):

\$33,091-\$49,637 - Hourly

\$5,377.30-\$8,066.02 - 37.5 Hr. Monthly Salary

\$5,735.78-\$8,603.76 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$47,246 - Hourly

\$7,677.48 - 37.5 Hr. Monthly Salary

\$8,189.32 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the occupational health compliance program or the voluntary health consultative training program statewide; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in industrial hygiene, chemistry, physics, engineering, environmental health, biology, environmental health technology, engineering technology, or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Five years of professional experience in industrial hygiene or a related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study in one of the above or related fields or occupational safety and health internship, will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Graduate teaching or graduate research experience in one of the above fields will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages the occupational health inspection compliance program or voluntary health consultative training program. Reviews all health hazard abatement progress reports. Reviews inspection reports for accuracy. Reviews and assigns all complaints or consultative and training requests concerning health hazards to field staff for appropriate action. Reviews consultative survey reports prior to forwarding to requesting employer. Assists in work assignment and scheduling assignments for subordinates. Provides technical training and assistance to staff, employers, and employees. Serves as program advisor on occupational health matters. Researches literature concerning occupational health fields and informs staff of all changes in standards, directives, interpretations, rules and regulations and occupational health developments. Teaches and monitors prescribed courses relating to workplace health to program staff and the general public. Testifies at Kentucky Occupational Safety and Health Review Commission hearings. Assists in formulation, implementation and adherence to program policies and procedures. Assists in the purchase and maintenance of inventory and ensures proper usage and/or calibration of inspection equipment. Develops and reviews training materials such as pamphlets and booklets illustrating specific health requirements and issues. Participates in technical training courses and professional conferences related to occupational safety and health. Prepares records and reports.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to bend, stoop, crawl, climb, and walk in order to conduct inspections or consultations. Incumbent must carry, lift, and operate heavy equipment used to perform inspections. May include climbing excessive heights on work sites or standing or walking for long periods of time.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Travel is required to supervise inspections or consultations. Work is generally performed in an office setting when reviewing reports or evaluating inspections or consultative surveys. When supervising workplace inspections or consultations, employees in this job title are exposed to the same working conditions as those employed at the workplace. May be exposed to potential hazards which may require the following of safety precautions.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.