



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OSH SAFETY PROGRAM MANAGER

Job Number: 20000839

Job Code: 33350V241016

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 safety compliance program or voluntary safety consultative training program state wide and ensures program requirements are met.; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree OR an associate's degree in occupational safety and health.

EXPERIENCE, TRAINING, OR SKILLS:

Five years of professional experience in occupational safety and health, safety training, or a related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study in occupational safety and health, completed occupational safety and health internship, safety, or health training, or a related field will substitute for the required experience on a year-for- year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in applying OSHA regulations to the workplace will substitute for the required education on a year-for-year basis. Current or prior military experience will substitute for the required 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 safety compliance program or consultative training program statewide and ensures program requirements are met. Reviews all safety hazard abatement progress reports. Reviews inspection reports for accuracy. Reviews survey reports prior to forwarding to the requesting employer. Makes decisions to grant abatement extensions to delete and/or penalize or refer employers. Reviews and assigns all complaints or consultative and training requests concerning safety issues to field staff for appropriate action. Assists in work assignments and scheduling assignments for subordinates. Provides technical training and assistance to staff, employers, and employees. Serves as program advisor on occupational safety matters. Researches the literature concerning occupational fields and informs staff of all changes in standards, directives, interpretations, rules, and regulations and occupational safety developments. Teaches and monitors prescribed courses relating to workplace safety to program staff and the general public. Testifies at Kentucky Occupational Safety and Health Review Commission hearings where appropriate. 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 safety requirements and issues. Participates in technical training courses and professional conferences. Prepares records and reports

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to bend, stoop, crawl, climb, and walk in order to conduct inspections. 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.