

INDUSTRIAL HYGIENIST, 2330
SENIOR INDUSTRIAL HYGIENIST, 2331

Summary of Duties: Plans, coordinates, and implements an industrial hygiene program to reduce exposure to hazardous situations and protect employee health; evaluates work environments, identifies health hazards, and recommends effective solutions and control measures; develops policies consistent with State and Federal laws and regulations governing occupational health and safety and environmental protection; or supervises professional staff engaged in the above duties; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: An **Industrial Hygienist** is responsible for implementing an industrial hygiene program by investigating, evaluating, and making recommendations regarding environmental hazards affecting employees such as air contamination, noise, asbestos, confined space, and radiation exposure. An employee in this class may act as a lead worker for a group of Industrial Hygienists, Laboratory Technicians, or other employees involved in an industrial hygiene program. An Industrial Hygienist works under general direction and work is reviewed in terms of results obtained. The class of Industrial Hygienist differs from Safety Engineering Associate in that the latter is primarily responsible for the development of methods to promote safety and prevent accidents in the workplace.

A **Senior Industrial Hygienist** is responsible for supervising the activities of an Industrial Hygiene section that may include professional, technical, and clerical staff engaged in the implementation of an industrial hygiene program. An employee in this class plans and organizes a departmental program including: field evaluations, training programs, community right-to-know programs, and hazard control recommendations; and serves as management advisor on occupational health and safety issues including the impact of new and proposed legislation and regulations. An employee in this class is viewed as a technical expert in the field and is responsible for the attainment of program goals and objectives.

As bona fide supervisors, incumbents in the class of Senior Industrial Hygienist are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Examples of Duties:

Industrial Hygienist:

Visits and surveys work environments and observes work procedures to recognize and identify existing and/or potential hazards to health;
Responds to emergency situations involving industrial hazards such as chemical release, and performs appropriate studies;
Inspects work sites with hazardous chemicals and waste, and makes recommendations for storage and disposal;
Operates and makes minor repairs to scientific sampling instruments and equipment such as air sampling pumps, air flow measuring devices (velometer and thermal anemometer), noise dosimeters, infrared spectrophotometers, gas detection devices, detector tubes, pumps, and various types of calibration equipment, to measure levels of exposure to health hazards;
Determines inherent toxicity factors, exposure factors, circumstances of exposure, non-medical host factors, and host/agent interactive factors;
Reviews existing work-exposure policies and guidelines and conducts studies to determine necessary revisions;
Determines health hazards for a variety of jobs;
Plans and makes specific recommendations for control measures including employee education and training, work procedure changes, changes in choice of materials used, utilization of protective equipment, and process design changes;
Prepares, coordinates, and conducts or assists in conducting training programs for employees with regard to industrial health hazards and proper protective measures;
Develops and maintains hazardous agents manual;
May develop and maintain a warning label program or provide technical assistance to employees engaged in administering such a program;
Reviews material safety data sheets for accuracy and quality;
Reviews and prepares handling, transportation, and storage procedures for hazardous materials;
Recommends required facilities, equipment, and materials to correct potential or existing health hazards;
Develops and maintains a technical reference library relevant to industrial hygiene and hazardous materials;
Reviews technical literature and proposed legislation for potential impact on the City;
May use personal or main frame computer in order to access and maintain data base information such as chemical inventory disclosure;
May work with medical, safety, and workers' compensation personnel to resolve mutual problems.

Senior Industrial Hygienist:

Assigns, reviews, and evaluates the work of a group of employees engaged in the development and implementation of

a departmental industrial hygiene program;
 Provides management with technical and professional evaluation of complex existing and potential health hazards;
 Develops training programs for employees providing current technical and legislative information regarding industrial hygiene;
 Evaluates changes in operations based upon analysis of reports and records of employee exposure to hazardous stressors;
 Prepares budget recommendations and organizational goals;
 Advises and provides training and technical information and guidance to management, labor organizations, and employees on occupational health and environmental issues;
 Exercises a high level of expert independent judgement in formulating resolution of complex problems related to occupational health and safety;
 Assists top-level management and makes recommendations concerning the establishment of major departmental and City policies related to industrial hygiene including methods to protect employee health;
 Analyzes Federal and State health, safety, and environmental laws and regulations and advises management on impact of new and proposed legislation;
 Directs the preparation of reports and research on complex industrial hygiene matters;
 Represents the City in professional industry organizations and before governmental agencies and committees considering industrial hygiene related problems;
 May serve as an expert witness in legal and/or arbitration proceedings;
 Communicates equal employment/affirmative action information to employees;
 Applies job related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
 Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

Both Classes: May be occasionally assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

	Industrial Hygienist	Senior Industrial Hygienist
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Knowledges of:

Industrial hygiene, including chemical properties and

handling and disposal of hazardous materials;	Good	Good
Hazards and toxicology associated with specific chemicals, materials, work procedures, and environments;	Good	Good
Instruments and equipment utilized in preparing industrial hygiene studies and evaluating environmental conditions;	Good	Good
Existing and proposed Federal, State, and local legislation standards, codes, policies, and guidelines related to industrial health hazards;	Working	Good
Quantitative measurement techniques, including statistics;	Working	Good
Mathematics including algebra, trigonometry, and calculus;	Working	Good
Recognition, evaluation, and control of environmental factors arising in or from the workplace which may cause sickness, impaired health, or significant discomfort to City employees;	Good	Good
Effective safety principles and practices;	Good	Good
Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;		Good
Techniques of training, instructing, and evaluating subordinate's work performance;		Good
Techniques for counseling, disciplining, and motivating subordinate personnel;		Good
Procedures for grievance handling;		Good
Supervisory responsibility for equal employment opportunity and affirmative actions as set forth in the City's Affirmative Action Program;		Good
Memoranda of understanding as they apply to subordinate personnel;		Working
City personnel rules, policy, and procedures;		Working

Ability to:

Make appropriate measurements to determine the magnitude of exposure to workers;	x	x
Operate and maintain equipment and instruments used to gather exposure data;	x	x
Prepare and interpret statistical data, reports, charts, and diagrams;	x	x
Read and understand complex technical reports and reference material;	x	x
Analyze and interpret results of environmental studies of the workplace in terms of health impairment, worker efficiency, community nuisance, and community right-to-know;	x	x
Prepare appropriate labels and precautionary information for hazardous material;	x	
Develop and conduct training programs concerning health and environmental safety;	x	x
Conduct technical laboratory and field studies to determine the presence of occupational disease and to establish standards as guides for the maintenance of health;	x	x
Prepare and present oral and written reports in a concise, logical, and convincing manner;	x	x
Supervise professional employees in making technical field		

studies with regard to occupational health;	x	x
Deal tactfully and effectively with management, other City employees, and representatives from other agencies;	x	x
Work in confined spaces;	x	x
Establish and maintain a work environment to enhance both employee morale and productivity;		x
Operate sampling and analytical equipment to evaluate exposure to work stressors.	x	x

Minimum Requirements:

Industrial Hygienist:

Graduation from a recognized four-year college or university with a bachelor's degree in Industrial Hygiene, Chemistry, Physics, Health Science (Public or Occupational), Biological Science, or related field.

Special Notes:

1. Because the class of Industrial Hygienist has been designed as Safety Sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.
2. Some positions in the class of Industrial Hygienist may require incumbents of the class to pass an annual or periodic work-fitness evaluation to determine their eligibility for continued employment in the class.

Senior Industrial Hygienist:

1. Graduation from a recognized four-year college or university with a bachelor's degree in Industrial Hygiene, Chemistry, Physics, Health Science (Public or Occupational), Biological Science, or related field; and
2. Five years of full-time paid professional experience in the field of industrial hygiene, and a certificate as a Certified Industrial Hygienist (CIH) in the in the Comprehensive Practice of industrial hygiene, issued by the American Board of Industrial Hygiene is required.

License: **Both classes:** A valid California driver's license and a good driving record may be required.

Physical Requirements: Both Classes: Strength to perform average lifting up to 15 pounds and occasionally over 50 pounds; stamina to stand for long periods of time; arm, hand, and finger dexterity; good eyesight and color perception; and good speaking and hearing ability.

Those with medical limitations may be able to perform the duties of some positions with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

Fair Labor Standards Act Status:

Industrial Hygienist: All of the positions in this class qualify for an administrative exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

Senior Industrial Hygienist: All of the positions in this class qualify for an executive exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.