

INDUSTRIAL HYGIENIST SERIES

PREAMBLE

This series includes positions with responsibility for the recognition, identification, evaluation and control of health hazards in the workplace, for the purpose of administering and enforcing The Workplace Safety and Health Act and related legislation and policies. All positions in this series will include field and office duties and all positions will be required to respond to emergencies during and after normal working hours.

This first level is a full-working and developmental level, the second level is the advanced working level, and the third level applies to the section head.

Exclusions

This series will not include positions:

- that have primary responsibility for carrying out routine workplace safety and health inspections. These positions would be included in the Safety and Health Officer series.
- that have primary responsibility for analyzing samples. These positions should be tested for inclusion in the Lab Technologist or Chemist series.
- that have primary responsibility for the assessment and control of pollutants on the natural environment. These positions would be included in the Environmental Officer series.
- where the primary duties and responsibilities are included in the definition of any other class specifications.

INDUSTRIAL HYGIENIST 1 AND 2

GENERAL

Employees in this class have responsibility for recognizing, determining, evaluating and controlling health hazards in the workplace in accordance with the legislation specified in the Preamble. Work is carried out under general guidelines, selecting appropriate survey methods, conducting surveys, interpreting guidelines, establishing standards and procedures where none exist, and prescribing methods to eliminate, control, or reduce the hazard. Employees are normally promoted from the first to the second level after five years' satisfactory work experience and eligibility for certification by the American Board of Industrial Hygiene.

TYPICAL DUTIES

Selects and devises methods and equipment for sampling and analyses to determine workplace health hazards.

Carries out surveys/investigations of workplaces to determine hazardous health conditions.

Interprets data, evaluates results and issues orders when necessary, to control or eliminate hazards, and follows up to ensure compliance.

May be required to establish standards based on literature searches and/or data collected.

Keeps abreast of technological developments.

Responds to complaints, concerns and emergencies, and takes any necessary action.

Prepares comprehensive technical reports.

Disseminates information/advice to other agencies and the public.

Represents the Division on various inter-departmental, inter-governmental and other committees and at conferences.

Promotes labour/management co-operation and participation on industrial hygiene issues.

Participates in the development of legislation and regulations.

Carries out special studies such as the incidence of worker exposure to toxic and carcinogenic materials.

Participates in the development of plans, policies, standards and procedures.

Participates in the development and delivery of educational programs.

May be required to give testimony in a court of law.

May assist in the training of staff.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of industrial hygiene principles, practices and technology.

Thorough knowledge of complex survey and monitoring equipment.

Comprehension of labor/management relations.

Ability to interpret data.

Ability to write comprehensive technical reports.

Ability to communicate effectively verbally and in writing.

Ability to establish effective work relationships.

Ability to work independently.

Ability to deal with conflict.

Education, Training and Experience

Industrial Hygienist 1

University graduation in physical sciences, engineering, biological sciences or related discipline and two years' related work experience, or a combination of education and experience acceptable to the Civil Service Commission.

Industrial Hygienist 2

University graduation in physical sciences, engineering, biological sciences or related discipline, five years' related experience (or a combination of education and experience acceptable to the Civil Service Commission), and eligible for certification by the American Board of Industrial Hygiene.

INDUSTRIAL HYGIENIST 3

GENERAL

This is the managerial level with responsibility for all operations of the Branch. Under broad guidelines, an employee directs and co-ordinates all programs and is professionally, technically and administratively accountable for results. Short term and long term plans and policies are developed, and the management of human and financial resources are requirements at this level.

TYPICAL DUTIES

Supervises the work of subordinate staff to ensure objectives are met and work is completed in accordance with established standards and policies.

Assesses and evaluates programs, makes recommendations and implements new programs.

Keeps aware of proposed federal, provincial, municipal and industrial developments.

Develops recommendations for new or amended legislation, regulations, policies.

Prepares and controls the Branch budget, allocates staff, supervises performance of staff and assists in the training and development of staff.

Provides technical advice to government, labour and management in industry.

Develops evaluation methods and procedures and quality control procedures.

May be required to carry out the duties of an Industrial Hygienist 2.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities

Thorough knowledge of industrial hygiene principles, practices and technology.

Thorough knowledge of complex survey and monitoring equipment.

Knowledge of managerial/supervisory techniques.

Knowledge of financial and personnel administrative practices.

Comprehension of labour/management relations.

Ability to communicate effectively.

Ability to establish effective work relationships.

Ability to supervise staff.

Education, Training and Experience

University graduation in physical sciences, engineering, biological sciences or related discipline, a minimum of five years' related experience, experience in staff and program supervision, (or a combination of education and experience acceptable to the Civil Service Commission). Must be eligible for certification by the American Board of Industrial Hygiene.