

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Associate Safety Engineer (Elevators)		WORKING TITLE Associate Safety Engineer (Elevators)		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Elevators Unit	
ASSIGNED SPECIFIC LOCATION San Francisco				POSITION NUMBER 400- 445-3884-xxx
BARGAINING UNIT R09	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Senior Safety Engineer (Elevators), with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH), Elevator Unit, the Associate Safety Engineer (Elevators) independently performs complex and routine safety inspections of conveyances. The Associate Safety Engineer (Elevators) performs all work in accordance with the Elevator Unit policies and procedures, DIR-DOSH policies, Department policies, and apply and uphold the provisions of the State's Elevator safety orders, and other applicable laws.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
35%	Inspects new and altered conveyances for compliance with the Elevator Safety Orders (ESO). Performs annual inspections of conveyances to ensure compliance with the ESO for issuance of permits. Inspections of construction personnel hoists for compliance with the Construction Safety Orders. Investigates complaints about unsafe elevator conditions and determines if corrections are necessary. Witnesses the performance of annual testing of conveyances. Performs and assists the Division of Occupational Safety and Health (DOSH) in the investigation of accidents, determining the cause and the means of preventing their recurrences.
30%	Reviews conveyance prints and documents to verify that the installation of the conveyance and their components are installed to design specifications. Generates and submits accurate and complete data sheets for new and altered conveyances, annual inspections, complaint inspections and accident investigations timely.
20%	Performs follow-up inspections and if necessary, removes the elevator from service for non-compliance with the ESO. Serves Orders Prohibiting Use for non-compliance with annual inspection requirements or non-payment of fees.

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10%	Consults with building owners, engineers, architects, and contractors to explain the Elevator Safety Orders and find solutions to problems prior to an elevator inspection. Attends and participates in scheduled training and staff meetings. Prepares and reviews month end reports for vehicle usage, vacation leave and travel claims.
Percentage of Time Spent	Marginal Job Functions
5%	Assumes the duties of the Senior Safety Engineer (Elevator) in their absence. Performs other related duties as required to fulfill DIR-DOSH mission, goals, and objectives.

Conduct, Attendance, and Performance Expectations

The Associate Safety Engineer (Elevators) must maintain a high level of integrity, professionalism, and confidentiality; use of sound professional judgment, exercise initiative, and objective action. The Associate Safety Engineer (Elevators) is expected to: communicate effectively orally and in writing; complete assignments in a timely and efficient manner; and adhere to Departmental/Division directives, policies and procedures, including but not limited to, attendance, leave, and conduct. Behave consistently in an honest, fair, and ethical manner. Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. The Associate Safety Engineer (Elevators) is required to perform primarily fieldwork and some office work. The Associate Safety Engineer (Elevator) travels throughout the State, primarily in an assigned area, and may include overnight stays of varying length and frequency. Associate Safety Engineer (Elevators) may be scheduled to work weekends and/or nights as needed to meet operational needs with prior advance notice. Associate Safety Engineer (Elevators) may be requested to work overtime due to emergencies, special work projects, or when DIR-DOSH deems that it is in the best interest of the State to work overtime with proper advance notice and approval.

Supervision Received

Under the direction of the Senior Safety Engineer (Elevators) or designee.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Primarily working in the field in various assigned areas and driving to multiple sites daily. Work sites are indoors and outdoors and may be subject to noise and weather. Communicate with the public about compliance issues as they relate to a conveyance. Traveling via private, State vehicle, or public transportation (i.e. automobile, airplane, etc.) including overnight travel inside California may be required. At times, sit at a desk, in a chair and use a computer and/or tablet for extended periods, including

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but not limited to, during meetings, training, and inspections.

Special Requirements/Other Information

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

The incumbent may be required to participate in mandatory health testing, such as regular testing for the virus that causes COVID-19 (SARS-CoV-2), in accordance with applicable DIR policies in effect.

The incumbent must dress appropriately for working in the field, including proper use of personal protection equipment (PPE) (hard hat, safety eyewear, safety boots, hearing protection, coveralls, etc.)

Comfortable working at heights.

Physical Abilities

Ability to: sit/stand and move for extended periods of time; enter/exit vehicles; access multiple levels via vertical and ships ladders; ascending/descending elevator shafts, stairs, and ladders; crawl/climb/bend/kneel to access various equipment; move and transport up to 50 lbs. of equipment or work related materials; reaching (above and below shoulder level)

Additional Requirements/Expectations

N/A

Personal Contacts

The Associate Safety Engineer (Elevators) will work cooperatively with elevator vendors, contractors, property managers, the public, and all levels of the Elevator Unit staff, DOSH management, and other government agencies to provide the highest level of service possible.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.

Employee Name

Employee Signature

Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.



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Supervisor Name

Supervisor Signature

Date

HUMAN RESOURCES OFFICE APPROVAL

RL
C&P Analyst Initials

7/9/2024
Approval Date