

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Senior Safety Engineer (Elevators)		WORKING TITLE Senior Safety Engineer (Elevators) Supervisor		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Elevators	
ASSIGNED SPECIFIC LOCATION San Francisco				POSITION NUMBER 400- 445-3894-042
BARGAINING UNIT S09	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Principal Safety Engineer (Elevators) with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH), Elevator Unit, the Senior Safety Engineer (Elevators) supervises a team of office support staff and safety engineers and manages the administration and enforcement of the Elevator Safety Orders (ESO) within an office unit. The Senior Safety Engineer (Elevators) ensures that the office functions and operates daily in accordance with Elevator Unit Policy and Procedures, DIR-DOSH directives, rules and policies. Duties include, but not limited to the following:

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

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
40%	Plans, organizes, and directs the work of a group of Associate Safety Engineers (Elevators) (ASE) and administrative/office support staff, engaged in the administration and enforcement of the ESO as it relates to conveyances under the jurisdiction of the Elevator Unit. Assigns and reviews the work of all staff for thoroughness, technical accuracy, quality and neatness. Works with staff on a day to day basis to establish priorities and deadlines and to ensure tasks are completed in a timely manner. Provides technical assistance, plans, develops, trains, and implements training programs for ASEs' and clerical staff. Meets with staff to review policies and procedures. Supervises ASEs' and clerical staff in the application of the Policy and Procedure Manual, Safety Orders and the Labor Code concerning the issuance of permits and all appropriate fees.
30%	Plans, organizes, directs, and provides managerial review of the work performed by staff in the Elevator Unit District Office. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer. Establishes performance expectations for all staff and evaluates their performance. Develops staff work plans,

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	<p>monitors and evaluates progress, and ensures key milestones are met and on schedule. Develops section goals, strategic and operational plans, and objectives to meet organizational objectives. Monitors, organizes, directs, and evaluates the quality and quantity of the unit's work and makes changes to ensure a productive work environment. Prepares administrative directives and policy and procedures manuals for assigned areas of responsibility. Supervises staff in the management of potential workload bottlenecks and recommends appropriate courses of action. Evaluates staff performance and prepares reports. Counsels and disciplines staff to resolve conduct and performance issues. Coordinates with the Principal Safety Engineer (Elevators) on personnel management issues.</p> <p>Assists in executing the mandates for Certification for Certified Qualified Conveyance Companies (CQCC), Certified Competent Conveyance (Elevator) Mechanics (CCCM) and Certified Competent Conveyance Inspectors (CCCI) employed by private firms and reviews and evaluates their submissions. Reviews compliance with the Certification mandates and oversees the citation, penalty, and appeal process. Meets and consults with architects, manufacturers, contractors, and buildings owners to give technical assistance as it pertains to ESO compliance.</p> <p>Performs the more difficult safety engineering and accident investigation work; gives instructions and advice to employers and employees in the handling of various accident prevention problems. Assists in resolving employer-employee disagreements about safety matters. Attends and participates in scheduled training and meetings.</p>
<p>Percentage of Time Spent</p>	<p>Marginal Job Functions</p>
<p>5%</p>	<p>Perform other related duties as required to meet the Elevators Unit and DIR-DOSH objectives. Perform the duties of the Principal Safety Engineer (Elevators) in their absence.</p>

Conduct, Attendance, and Performance Expectations

The Senior Safety Engineer (Elevators) performs a variety of functions and must maintain a high level of integrity, professionalism, confidentiality, resourcefulness, dependability, thoroughness, accuracy, use sound professional judgement, exercise initiative, and objective action. The Senior Safety Engineer (Elevators) must communicate effectively (orally and in writing) in dealing with the public, DOSH, and DIR employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to Division and departmental policies and procedures. The Senior Safety Engineer (Elevators) must maintain acceptable, consistent and regular attendance at such level as determined at the Department's sole discretion; must be available to work the hours the Division and/or Department determines are necessary to meet its business needs including weekends and/or nights as needed. The Senior Safety Engineer (Elevators) is required to perform both office and field work, including travelling (driving for extended periods of time, commercial flights, etc.) within the defined territory of the Elevator Office and within California for the purposes of



attending training and meetings, with occasional overnight travel.

Supervision Received

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

Supervision Exercised

Supervises Associate Safety Engineers (Elevators) and administrative/office staff in the elevator office.

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

Work Environment

Primarily working in an office that requires prolonged sitting using a computer and telephone.

Field work would consist of ascending/descending elevator shafts, standing, crouch, reach, move and transport 25 lbs of work equipment or materials

Traveling via private vehicle, State vehicle, or public transportation (i.e. automobile, airplane, etc.) including occasional overnight travel.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Division. Additionally, all employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

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.

Physical Abilities

Ascend/descend elevator shafts, stand, crouch, reach, move and transport 25 lbs of work equipment or materials.

Climb over or crawl under various conveyance equipment.

Ability to climb staircases and vertical ladders

Additional Requirements/Expectations

None

Personal Contacts

The incumbent is expected to work cooperatively and consult with elevator vendors, contractors, property managers, the public, all levels of the Elevator Unit staff, DOSH management and other government agencies to provide the highest level of service possible.

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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.

Supervisor Name

Supervisor Signature

Date

HUMAN RESOURCES OFFICE APPROVAL

HO
C&P Analyst Initials

6/19/2024
Approval Date