

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Associate Safety Engineer (Mining, Tunneling, and Mineral Industries)		WORKING TITLE Associate Safety Engineer, Mining and Tunneling (M&T)		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Enforcement – Mining and Tunneling	
ASSIGNED SPECIFIC LOCATION Van Nuys			POSITION NUMBER 400 – 448-3876-036	
BARGAINING UNIT R09	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Senior Safety Engineer (Mining and Tunneling) with the Department of Industrial Relations (DIR), Division of Occupational Safety and Health, Enforcement Branch-Mining and Tunneling, the Associate Safety Engineer (M&T) is responsible for performing independently the full range of professional journey level safety engineering work in mining, tunneling and industrial functions related to the Cal/OSHA Program. The Associate Safety Engineer (M&T) conducts, including the most difficult, safety inspections, accident investigations, consultations, and journey level assignments, related to mining and tunneling throughout the State. The Associate Safety Engineer (M&T) performs all work in accordance with DIR-DOSH policies, DOSH Compliance Policy and Procedure Manual, Directives, and Memorandums. Duties include, but are not limited to:

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>
45%	Conduct scheduled mandated compliance inspections for surface mines, underground mines and tunnel construction activity throughout the state. Conduct complaint inspections and investigations associated with mining, tunneling and other occupational safety and health related disciplines in accordance with the Division's policies and directives. Conduct accident inspections, including the most difficult and serious, and determine their cause and the means of preventing their recurrence. Responds timely to complaints and accidents. Interpret and apply State's Safety Orders applicable to provisions of the California Labor Code, California Code of Regulations (CCR) Title 8 Safety Laws, and policies of CAL/OSHA to identify safety hazards, including unsafe working conditions and practices, in mining, tunneling, construction, electrical, and industrial disciplines and recommend appropriate corrective actions. Interview employers, workers, representatives of labor organizations, employees of other government agencies, and members of the general public. Accurately document and record field notes, sketches, measurements and interviews and place all records in the case file. Evaluate the employer's IIPP for effectiveness, injury and illness log 300's and other related documents (e.g. Employer's Report and Doctor's First Report) and other required health and safety programs, and document the results of the evaluations. Identify and collect evidence (e.g. Employee exposure to the violation(s), record(s) of employers' knowledge of employee exposure to violation(s), employee

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	statements/interviews, management statements/interviews, copies of employer business records, photographs, maps, plans during the course of an inspection) that substantiate violation(s) of the California Code of Regulations (CCR) Title 8 Safety Laws. Recognize when, how and where to use personal protective equipment. Identify, document and classify hazards (i.e. Serious, General, Regulatory, Imminent danger).
20%	Prepare reports and other correspondence including, but not limited to Information Memorandum, Notice, Order to take Special Action, Special Order, field notes, completion of inspection forms, etc. Prepare citation(s), with appropriate classification, applicable California T8CCR section and properly calculated penalty for management review and approval prior to issuance; upon approval from management may issue citations in the field. Track and review the employer's signed statement of abatement of Regulatory, General and/or Serious violations for acceptable corrections/abatement of hazardous work practices and/or conditions. If appropriate, recommend to management case for legal prosecution, and testifies at the criminal hearing for the District Attorney's office.
10%	Conduct mandated pre-job safety conferences with employers, employees and labor representatives at tunnel construction projects and mine sites. Identify safety and health hazards, and prepares field notes and written reports to submit to the supervising Mining and Tunneling Senior Safety Engineer.
10%	Conduct exams for gas tester certification, safety representative certification and blaster's licenses following Division Policy and Procedures. Submit completed exam packages to the Mining and Tunneling Senior Safety Engineer. Assist the Mining and Tunneling Senior Engineer in the review of applications for Construction Activity Permits, Permits to Use Diesel Engines Underground and Underground Gas Classifications. Conduct MSHA new miner and refresher mine safety training.
5%	Represent the Division of Occupational Safety and Health at Appeals Board Hearings. Appear before the Occupational Safety and Health Appeals Board as a witness for the Division of Occupational Safety and Health. Attend and participate in scheduled training.
5%	Accurately complete and submit to management in a timely and appropriate manner weekly activity time tracking reports, monthly absence and additional time worked reports, monthly car logs, job-related travel expense claim, time off request, over time request, and training request. Act in a lead capacity and assist in the training of other staff engaged in occupational safety and health work in the mining, tunneling, construction, electrical and industrial disciplines.
Percentage of Time Spent	Marginal Job Functions
5%	Perform special projects related to occupational safety. Represent the division at professional meetings/conferences of professional and community groups, state, and other governmental agencies. Perform other related duties as required to fulfill DIR-DOSH mission, goals, and objectives.

Conduct, Attendance, and Performance Expectations

The Associate Safety Engineer (Mining and Tunneling) performs a variety of functions and must maintain a high level of integrity, professionalism, and confidentiality; use sound professional

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judgment, exercise initiative, and objective action. This position is significant in that errors in judgment may result in significant and negative impact to the safety and health to staff and the community. Associate Safety Engineers (M&T) are expected to work cooperatively with all levels of DOSH management and staff, other government agencies, and stakeholders, such as Union Representatives, Advocacy groups, and the public to provide the highest level of service possible; 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 department/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. Associate Safety Engineers (M&T) will be required to perform both office and field work, with frequent overnight travel. Associate Safety Engineers (M&T) travel throughout the State, primarily in an assigned area of the District Office. May be directed 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 general direction of the Senior Safety Engineer (Mining and Tunneling) or designee.

Supervision Exercised

None

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

Work Environment

Some of this work will be in an office environment and at other times the work will be at a field site that has the potential for exposures to safety and hazardous substances, and may involve, including but not limited to: Working outdoors 8 hours or more per day in a wide range of weather conditions (e.g. rain, strong winds, heat, and cold); Sitting at a desk, in a chair, and using a computer and/or laptop; Using a multi-line telephone console or a cordless telephone with headset or cell phone; Traveling via private, State vehicle, or public transportation (i.e. automobile, airplane, etc.) including overnight travel inside California may be required;

Special Requirements/Other Information

Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.

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.

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Physical Abilities

Ability to: sit/stand for extended periods of time; enter/exit vehicles, climb/descend stairs, slopes, and ladders; work on uneven terrain; move and transport safety equipment and supplies up to 50 lbs; push, pull, reach; stoop, kneel, enter confined and elevated spaces such as vaults and structures; and identify color coded piping systems, indicating lights, and hazard warning signs.

Ability to pass a respiratory physical exam and wear a full face or half face respirator.

Additional Requirements/Expectations

Takes Action and Shows Initiative – Works well independently and is self-motivated to take action to meet critical program goals. Sets and monitors own objectives and standards. Initiates appropriate actions and follows through without prompting or close supervision. Demonstrates strong work ethic. Relationship and Partnership Building – Builds and effectively uses relationship networks to achieve goals. Shares knowledge and builds trust with scientific colleagues and superiors. Can be discreet and tactful when dealing with sensitive issues.

Effective Communication – Clearly conveys and receives information and ideas through a variety of media. Translates complex or technical information to lay audiences/customers. Facilitates the exchange of ideas and opinions.

Organization and Planning – Prioritizes tasks, establishes sequential activities, requests assistance when needed.

Technical Credibility – Understands and appropriately applies procedures, requirements, policies, and regulations related to specialized expertise. Integrates technology into the work to improve program effectiveness. Possesses up-to-date knowledge in the profession and industry and accesses other expert resources when appropriate. Translates concepts and ideas into strategies and action steps.

Personal Contacts

Associate Safety Engineers (Mining and Tunneling) will have contact with the public, employers, employees, other government agencies, stakeholders, DOSH and DIR staff.

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 Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign 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

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

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C&S Analyst Initials

7/22/2026

Approval Date