

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Principal Safety Engineer (Elevators)			WORKING TITLE Principal Safety Engineer		
PROGRAM NAME Division of Occupational Safety and Health				UNIT NAME Elevator Unit	
ASSIGNED SPECIFIC LOCATION San Jose				POSITION NUMBER 400 – 438-3881-xxx	
BARGAINING UNIT M09	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No	

General Statement

Under the direction of the Deputy Chief of Consultation Services, Process Safety Management and Engineering Services within the Department of Industrial Relations (DIR), Division of Occupational Safety and Health (DOSH or Cal/OSHA), the Principal Safety Engineer (Elevators) has full supervisory and oversight responsibility of the Cal/OSHA Elevator Unit and local Elevator Unit District Offices. The Principal Safety Engineer implements and participates in the development of the overall Division policies relating to matters involving safety engineering, inspection, and permitting of elevators and other conveyances, along with the certification of conveyance companies, conveyance mechanics, and conveyance inspectors. The Principal Safety Engineer supervises, plans, schedules, directs, assigns, evaluates, and reviews the work of staff members (Office Support [e.g., Office Assistant, and/or Office Technician], Management Services Technicians, Analyst I, Associate Safety Engineers (Elevators)) through subordinate supervisors, Senior Safety Engineers (Elevators), engaged in the administration and implementation of the Cal/OSHA Elevator Unit's work. The Principal Safety Engineer is responsible for the training, upward mobility, and maintaining discipline of employees under their supervision. The Principal Safety Engineer ensures that the Elevator Unit District Offices function and operate in accordance with DIR-DOSH directives, rules, policies, and procedures and that staff promotes the DIR-DOSH Mission, Vision, Values, and Goals. The Principal Safety Engineer sets priorities, evaluates performance of staff, and travels throughout the State.

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>
35%	Plans, organizes, directs, coordinates, evaluates, and directs the work of staff through subordinate supervisors and makes major decisions related to the Elevator Safety Orders. Provides day-to-day leadership and works with staff to establish priorities that align with DIR-DOSH's mission, strategic plans, goals, mandates, expectations, and values. Assigns, supervises and directs all fatal and serious-injury accident inspections and the analyses, including but not limited to, fact gathering, fact analysis, conclusion drawing, and counter measures, to determine causes and the means of preventing recurrences. Provides managerial review of staff work product for quality, thoroughness, accuracy, neatness, organization, effectiveness, sound professional judgment, and compliance with DIR-DOSH directives, memorandums, and policy and procedure manuals. Reviews and updates the

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	Elevator Unit Policy and Procedure Manual to provide a reference for consistent implementation. Monitors and tracks the implementation, progress, and completion of assignments to ensure deadlines are met. Provides managerial review of incoming work and staff assignments. Consults frequently with the Senior Safety Engineers (Elevators) regarding office operations and staff performance. Advises the Senior Safety Engineers (Elevators), field, and clerical staff on technical matters involving safety hazards, engineering, inspection, permitting, and certification related to elevators and other conveyances.
25%	Formulates the general administrative policies and procedures of the Elevator Unit. Develops and maintains administrative and technical support functions of the unit. Provides information, analysis, alternatives, options and recommendations on which to base policy, budgetary, legislative, and organizational decisions. Develops, organizes and evaluates Elevator Unit management information systems. Analyzes indicators of the effectiveness of field office operations in uniformly interpreting and applying Division programs, policies and procedures and recommends appropriate action. Monitors the field program for uniformity in application and enforcement of relevant Elevator Safety Orders. Drafts new or revised Elevator Safety Orders and assures that new or revised Elevator Safety Orders proposed for adoption by the Occupational Safety and Health Standards Board are in conformance with the Labor Code and the California State Plan requirements. Drafts letters of interpretations of Elevator Safety Orders for the Chief, the Deputy Chief of Consultation Services, Process Safety Management and Engineering Services, and Legal Unit review. Evaluates and acts upon applications for variances and extensions of variances. Oversees implementation of new regulations and procedures. Reports findings of difficult and sensitive problems and complaints to the Deputy Chief of Consultation Services, Process Safety Management and Engineering Services with recommended corrective actions. Prepares clear, accurate and concise correspondence, technical reports, and records. Provides to the Deputy Chief of Consultation Services, Process Safety Management and Engineering Services monthly summary reports on progress towards meeting DIR-DOSH goals and plans and statistical reports concerning staff workload and performance.
20%	Evaluates staff performance. Provides continuous feedback to staff that highlights performance successes and develops action plans to correct deficiencies and performance gaps. Communicates corrective action plans verbally and in writing with staff to correct deficiencies and performance gaps. Takes appropriate disciplinary action, subject to management concurrence, to address staff performance deficiencies, in accordance with the Department's rules, policies, and labor contract provisions. Identifies, develops, and implements leadership strategies that enhance staff performance, efficiency, and productivity. Instructs and trains staff on their job duties, DOSH Elevator Unit Policies and Procedures, Elevator Safety Orders, directives, and memorandums. Coaches, trains, mentors and develops staff, including overseeing new employee onboarding and providing career development planning and opportunities. Reviews, analyzes, creates and maintains confidential, sensitive and administrative files and logs.

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10%	Represents the Division at professional, industry, and community groups, and at state and other governmental agencies. Supervises staff who test safety devices primarily applicable to the elevator and conveyance industry (e.g., calipers, door-pressure gauges, GFCI testers, light meters, sound-level meters, digital tachometers, tape measures) to ensure compliance with the Elevator Safety Orders in Title 8. Implements and maintains health and safety programs, including, but not limited to, the Injury and Illness Prevention Program, Heat Illness Prevention Program, Respiratory Protection Program, Medical Surveillance Program, etc. as required by DIR-DOSH to identify hazards to employees and to provide them with personal protective equipment to ensure their safety. Consults with labor, industry, management, and public groups on the more complex and sensitive conveyance-safety engineering problems. Plans and implements seminars for industry and in-service training of staff. Establishes and maintains cooperative relations with organizations interested in promoting conveyance safety and in the prevention of industrial accidents.
5%	Develops and maintains effective and comprehensive conveyance safety orders. Prepares and conducts regular staff meetings. Participates as a technical advisor to the Occupational Safety and Health Standards Board. Attends and participates in scheduled training and meetings. Accurately completes and submits to management in a timely and appropriate manner monthly absence and additional time worked reports, job-related travel expense claims, time-off requests, training requests, and probationary reports, yearly Performance Appraisal Summary (PAS) reports for the unit's Senior Safety Engineers (Elevators).
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties as required to fulfill the DIR-DOSH mission, goals, and objectives.

Conduct, Attendance, and Performance Expectations

The Principal Safety Engineer (Elevators) performs a variety of functions and must maintain a high level of integrity, professionalism, resourcefulness, dependability, thoroughness, accuracy, and confidentiality. The incumbent must exercise sound professional judgment, initiative and objective action. The Principal Safety Engineer (Elevators) must develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; communicate effectively (orally and in writing) in dealing with the public, DOSH, and DIR employees; and, adhere to Division and departmental policies and procedures. The Principal Safety Engineer must behave consistently in an honest, fair, and ethical manner and maintain acceptable, consistent and regular attendance at such level as is 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 Principal Safety Engineer (Elevators) is required to perform both office and field work, including traveling (driving for extended periods of time, commercial flights, etc.) within the State for the purposes of attending training and meetings, with occasional overnight travel.



Supervision Received

Under the direction of the Deputy Chief of Consultation Services, Process Safety Management and Engineering Services.

Supervision Exercised

The incumbent supervises Senior Safety Engineer (Elevators) staff and indirectly oversees the work of individuals in the following classifications: Associate Safety Engineer (Elevators), Analyst I, Management Services Technician, Office Assistant, and Office Technician.

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

Work Environment

Primarily working in an office that requires remaining in a prolonged stationary position using a personal computer and cell phone and frequently responding to telephone and email inquiries.

Traveling via private, state vehicle, or public transportation (e.g., 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 encounter 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

The position requires the ability to remain stationary for extended periods of time; enter/exit vehicles, may also conduct field work that consists of ascending/descending elevator hoist ways; accessing elevator car tops, machine rooms, elevator pits, and machinery spaces around elevators, escalators, and other conveyances; and transporting up to 25 lbs. of work equipment or materials.

Additional Requirements/Expectations

Personal Contacts

The Principal Safety Engineer (Elevators) will interact with the general public, employers, employees, and representatives from 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

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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.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

AE

C&S Analyst Initials

8/17/2026

Approval Date