

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

|                                                     |                                                                 |                             |
|-----------------------------------------------------|-----------------------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>Senior Industrial Hygienist | OFFICE/BRANCH/SECTION<br>Office of Strategic Quality Management |                             |
| WORKING TITLE<br>SENIOR INDUSTRIAL HYGIENIST        | POSITION NUMBER<br>559-001-3852-xxx                             | REVISION DATE<br>04/21/2026 |

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the direction of the Division of Engineering Services Chief of Staff, the Senior Industrial Hygienist (Sr IH) leads strategic improvements to the Statewide Laboratory Safety Program (SLSP), coordinating with stakeholders across Caltrans. The Sr. IH Specialist, serves as the SLSP's technical lead, overseeing policies on lab safety practices, CalOSHA compliance, hazardous waste, and chemical hygiene. The incumbent also drives updates to the Caltrans Laboratory Safety Manual and Lab Chemical Hygiene Plan while supporting SLSP operations, including records management, quality assurance, and lab oversight.

**CORE COMPETENCIES:**

As a Senior Industrial Hygienist, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First, Lead Climate Action - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First, Enhance and Connect the Multimodal Transportation Network - Innovation, Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Lead Climate Action - Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - Engagement)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First, Lead Climate Action - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence - Engagement)

**TYPICAL DUTIES:**

Percentage                      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

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| 40% | E | <p>Serves as the technical lead for Caltrans' SLSP, provide expert guidance to laboratory owners on implementing effective work practice controls that prioritize employee safety and testing accuracy. Oversees the application of engineering controls, administrative protocols, and personal protective equipment (PPE) to mitigate risks associated with chemical and biological hazards. These efforts inform the development and execution of statewide policies and procedures governing the safe use, maintenance, and disposal of laboratory equipment. Promotes safety and health best practices by ensuring optimal use of protective equipment for maximum hazard protection.</p> <p>Supports key initiatives that advance Caltrans' safety programs and compliance efforts. This includes leading the development and implementation of Prevention through Design (PtD) for O&amp;M. Lead teams to develop new and revise existing Code of Safe Work Practices. Ensure safety integration and reviews are done in all phases (planning, design, construction, testing, and commissioning) of projects completed by O&amp;M's engineering services (Electrical, Mechanical, Power Systems, and Civil Maintenance). Lead the development and implementation of new and revised facilities. Lead the most complex safety engineering inspections of Caltrans facilities, equipment/machinery, and operations. Apply provisions of the State's safety orders, applicable laws, departmental policies, and Project O&amp;M Instructions to identify complex and serious safety hazards and determine Caltrans adequacy and compliance with statewide safety requirements. Provide engineering expertise and analysis on more complex and serious safety issues including hazardous materials, confined space, lockout tagout, arc flash protection, machine guarding, equipment operation, respiratory protection, and personal protective equipment. Coordinates with Division staff in comparison of Federal/State standards; conducts committee meetings to revise or propose new safety orders within the California Plan.</p> |
| 25% | E | <p>Independently lead investigation of complex and serious accidents and advise Management regarding safety hazards and to Cal/OSHA compliance ensuring the safety of Caltrans statewide facilities, employees, and the public. Provide engineering-level analysis on advanced hazards (arc flash, confined space, hazardous materials, machine guarding, Fall Protection, Hearing Conservation, etc.), requiring specialized calculations or design reviews. Serve as the technical lead over Associate and/or Assistant Safety Engineers who conduct complex safety engineering inspections at Caltrans facilities to identify safety hazards at Field Divisions (FDs), Material testing labs, and Headquarters (HQ) on electrical, mechanical, and civil infrastructures.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 20% | E | <p>Partners with the Division of Safety and Management Services to advance the Statewide Laboratory Safety Program by maintaining the Caltrans Laboratory Safety Manual and facilitating the Statewide Laboratory Safety Committee. Supports key initiatives to establish laboratory best practices, develop targeted training, and enhance the quality management system to ensure consistent and effective implementation across all operations. Partners with laboratory managers, supervisors, Designated Laboratory Safety Officers, and staff to develop and execute the Chemical Hygiene Plan across all facilities.</p> <p>Provides expert guidance to laboratory personnel in collaboration with the Division of Business Operations and the Division of Engineering Services, specifically the Materials Engineering and Testing Services, Geotechnical Services, and Structures and Engineering Services subdivisions, to advance best practices in mechanical engineering, laboratory testing equipment operations, and building systems. These efforts ensure efficient, safe, and compliant support for laboratory functions across Caltrans.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10% | M | <p>Participate in Cal/OSHA hearings, represent the Department of Transportation on proposed changes to safety orders related to construction, electrical, and industrial disciplines. Provide advice and guidance on departmental safety policies to field staff across Caltrans.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5%  | M | <p>Serve to support other duties as requested.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not directly supervise staff. The incumbent will, from time-to-time, be expected to function as a team leader and/or facilitator over various teams involved in the tasks listed above.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Possession of a Certificate in the Comprehensive Practice of Industrial Hygiene issued by the American Board of Industrial Hygiene, or a Certificate of Registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers.

Requires a high level of experience, competence and background in industrial hygiene as it relates to employee safety. As the subject-matter expert, consults with management, professional, and technical personnel, and makes and secures recommendations for the prevention, elimination, or control of hazards; identifies training needs and assists in the development of training plans.

Must have knowledge of basic principles of industrial hygiene, environmental health, and State and Federal laws, rules, and regulations on the health of industrial workers; basic concepts of apparatus used to monitor and/or collect samples of substances for analysis. knowledge of chemical, engineering, or toxicological factors, effects, and control measures; apparatus used to monitor and/or collect samples for analysis; methods, techniques, and practices used in determining and eliminating health hazards in industry, and control of industrial health hazards; special sampling techniques and related apparatus; basic principles of supervision and training.

Requires ability to work collaboratively with individuals, groups, and teams to efficiently deliver quality products and services. Requires ability to evaluate safety standards and make recommendations for their modification or acceptance; plan, organize, and direct the work of a professional staff; establish and maintain liaison with Federal, State, and local agencies, and with labor, management, and public interest groups.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for the development of Caltrans' and DES safety policy and standards relating to the design, construction and maintenance of mechanical machinery and equipment at DES Laboratories. Also responsible for related research and input to safety standards affecting the operation, safety, and economy of mechanical machinery and equipment associated with testing of materials for highway facilities in California.

Successful maintenance of a central laboratory and District ability to perform quality assurance testing are federal requirements within 23CFR637. Failure to meet this standard can result in loss of federal funds. An effective statewide lab safety program helps to demonstrate compliance with various safety regulations related to materials laboratories. Program failure can also impact the health and well being of staff working in materials testing laboratories.

**PUBLIC AND INTERNAL CONTACTS**

Establishes and maintains open contact with Caltrans' laboratories, pertinent Division of Administration offices and occasionally Caltrans Legal. Employee will have frequent contact with all levels of Department personnel. for their acceptance or modification; represents the department in contacts with the community, industries, and other agencies; participates in and conducts meetings with department staff and others concerning occupational health and safety matters.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

May be required to sit for long periods of time (1) using a keyboard and video display terminal, (2) reviewing and auditing data, (3) editing manuals and other products, (4) contributing to virtual meetings. When working in the field employee may be required to stand for long periods of time; pull, push and squat; climb uneven terrain; maintain mental awareness and physical agility when working in the proximity of the motoring public. May be required to sustain the mental activity needed for report writing, auditing, problem solving, analysis and reasoning.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must develop and maintain cooperative working relationships, and engage tactfully with the public and other Departments. Must respond appropriately to difficult situations and resolve emotionally charged issues reasonably and diplomatically. Must behave in a fair and ethical manner toward others, and be tactful and treat others with respect.

**WORK ENVIRONMENT**

While at the base of operation, the Senior will work in a climate-controlled office under artificial lighting and sit for long periods of time. The Senior will have to move about testing laboratories and be exposed to heavy objects, dust, dirt, noise, and chemical odors. The Senior will be required to travel and work outdoors, and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Occasionally may be required to move objects weighing up to 50 lbs. Work hours may extend beyond the normal 8-hour day or 40-hour workweek. Will be required to travel and drive a motor vehicle. Occasional in-state and out-of-state travel is required. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the state as workload demands.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE