



## Safety and Occupational Health Manager, GS-0018-12

Standard Position Description Number: RSF0100

### Introduction

This is a Standard Position Description (SPD), at the full performance level (FPL) GS-12, intended for use throughout the Bureau of Reclamation.

The incumbent serves as a Safety and Occupational Health Manager responsible for planning, organizing, directing, operating, and evaluating the Safety and Occupational Health (SOH) program for an area, field, or construction office. When applicable, this SPD may be used for supervisory/management positions that do not meet the minimum requirements for application of the General Schedule Supervisory Guide. All positions using the SPD will be titled Safety and Occupational Health Manager.

### Collaborative Level

Collaborative Level II - Through regular communication establishes a collaborative working relationship with stakeholders to ensure that their needs are heard and addressed. Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions and develop solutions. Communicates effectively with all levels and types of organizations and audiences. Uses partnerships to achieve collaborative solutions and resolve complex problems. Uses project management, conflict management, mediation, team building, and negotiation tools to achieve results in a collaborative spirit. Analyzes diverse viewpoints to make planning decisions and solve work problems.

### Telework Statement

The Bureau of Reclamation has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

### Major Duties

Coordinates, plans, organizes, directs, operates, and evaluates safety and occupational health activities within the area office: \_\_\_\_%

- Serves as the primary technical safety and health advisor to area, field, or construction office leadership and line managers. Advises managers on the development, assessment and implementation of policies, plans, programs, procedures, and management systems to assure safe, healthful, and efficient operations comply with the law and conform to Federal Occupational Safety and Health Administration (OSHA), Departmental, Reclamation and regional policies. Conducts annual and periodic facility safety and health inspections as well as programmatic assessments to identify hazardous conditions and recommend abatement and mitigation measures.
- As needed, collaborates with the regional safety office and provides technical assistance to Contracting Officers and construction contract inspection forces in administering contract safety requirements. Reviews safety-related contract specifications and contract submittals. Assists the Contracting Officer in assessing contractor safety performance. Provides technical support in the conduct of pre-construction safety meetings and attends such meetings.
- Provides technical assistance, in coordination with the local or Regional Industrial Hygienist, on the anticipation,

identification, evaluation and control of occupational health hazards.

- Conducts accident investigations and learning reviews. Leads accident investigations and learning reviews to identify causal factors, contributing factors, systemic organizational deficiencies, and identifies recommendations for improvement. Ensures utilization of the Department of Interior's Safety Management Information System (SMIS) for incidents that require reporting based upon OSHA, Departmental, and Bureau requirements. In coordination with the local regional office, develops lessons learned summaries for events that might provide useful information beyond the local area office.
- Identifies, organizes, and coordinates safety training for managers, supervisors, and employees. Where practical, provides managers, supervisors and Collateral Duty Safety Representatives training related to safety management systems, policies, and practices.
- Participates and reviews in risk assessments, and job hazard analysis reviews of high-risk, unique, and unconventional activities and job tasks that could result in significant injury, employee fatalities, and significant property damage. These tasks can range from high voltage operations, lockout/tagout, permit-required confined space operations, cranes, heavy construction equipment, specialized-use equipment, rope access team activities, watercraft operations, diving, industrial shop activities, just to name a few.
- Provides technical advice and support to local management and environmental specialist staff on safety-related problems associated with the handling, storage, and disposal of chemicals, toxic, flammable, and explosive materials. Reviews hazardous item contracts prior to purchase, participates in pre-award meetings, and recommends necessary changes to meet safety requirements.

Coordinates and facilitates uniform policy implementation throughout the area office: \_\_\_\_%

- Advises local managers, supervisors, and employees on Federal OSHA, Departmental, and Reclamation safety and occupational health policies, guides, and standards. Where needed, develops local area office supplemental policies, standards, and guides. Where required, develops local written safety programs for programs including but not limited to; permit required confined spaces, hazardous energy control, exposure control plans, and check-out/check-in procedures.
- Represents the SOH Program in contacts with management, the public and private organizations in connection with public safety programs in which Reclamation has an interest.
- Responsible for complying with safety instructions and regulations, ensuring their own safety and promptly reports unsafe acts, conditions, and incidents to senior management.
- Reviews employee hazard reports and stop work orders to verify and validate the conditions reported and to recommend corrective actions necessary to mitigate hazardous conditions to senior management.

☐ **Supervisory code 4:** (Check here for Supervisory position managing a small staff, however, does not spend more than 20% of time performing supervisory duties): \_\_\_\_%

Performs other related duties as assigned.

## Factors

### Factor 1. Knowledge Required by the Position (Level 1-7 1250 pts)

Comprehensive knowledge of safety and occupational health principles, regulations, procedures, and practices to assist

management in the development and administration of safety and occupational health policies and programs.

Knowledge of a wide range of safety and occupational health concepts, principles, and practices, laws, and regulations applicable to the performance of complex administrative responsibilities which require the planning, organizing, directing, operating and evaluation of a safety and occupational health program.

Sound technical knowledge of safety and health management in construction and operation and maintenance environments to advise assigned field/construction offices on safety and health program responsibilities.

Skill in establishing collaborative working relationships with stakeholders to ensure that their needs are heard and addressed. Identifies and analyzes safety problems; and assists managers in making the best logical decision. Communicates effectively with all levels and types of organizations and audiences. Uses partnerships to achieve collaborative solutions to safety issues and resolve complex problems. Analyzes diverse viewpoints to assist in planning and solving work safety-related problems.

Skill in presenting information and decisions both orally and in writing to a diverse audience to achieve desired outcome (e.g., hazard abatement).

Skill in communication and human relations techniques sufficient to influence others to observe safety, occupational health, and fire safety policies, standards, and regulations.

Knowledge of Job Hazard Analysis (JHA) and other risk assessment analytical techniques sufficient to investigate accidents, near misses, and other unintended outcomes to identify causal factors and recommend corrective actions.

Knowledge of safety aspects of building design and general construction standards, methods, and practices to evaluate program compliance.

Skill in devising innovative safety procedures to minimize potential for injury or property damage.

Knowledge of OSHA, NFPA, UBC, and other applicable safety and health-related regulations.

Knowledge of the safety and occupational health field, including the implementation of OSHA programs and use of industrial hygiene monitoring instruments utilized to meet applicable regulatory permissible exposure limits (PELs) utilizing established scientific testing methods.

Ability to identify conditions that have the potential for injury and/or exposure, to protect employees, volunteers, and the public from hazardous physical agents and/or processes.

## Factor 2. Supervisory Controls (Level 2-4 450 pts)

The supervisor provides the SOH Manager with broad program objectives. The incumbent independently plans, administers, and implements the program to fulfill local area office safety and occupational health policies and goals. The preparation of area / field office procedures and evaluation of worksites are carried through to completion with referral to the supervisor through regular reports and when unusual or controversial matters are encountered. The incumbent coordinates work with subject matter specialists such as the procurement of equipment, employee or visitor injuries, fatalities, or construction plans. Completed work typically is reviewed for effectiveness in accomplishing local area office goals.

## Factor 3. Guidelines (Level 3-4 450 pts)

The safety and health program must comply with applicable regulations, standards, and procedures including, but not limited to: OSHA, National Fire Codes, American National Standard Institute standards, Federal and state health codes,

Departmental, and Reclamation and operating office policies. The employee applies discretion in the implementation of program requirements because guidelines are frequently and generally broad, necessitating interpretation for use at the local unit level. Elimination or control of specific hazards may require alteration of established safety techniques or practices to comply with the intent of existing regulations and policies or the creation of local supplements, policies, and guides. This requires the development of new measures for controlling or eliminating hazards caused by a variety of environmental conditions in Reclamation construction, operation, and maintenance activities.

#### Factor 4. Complexity (Level 4-4 225 pts)

The work involves staff administration of the SOH program in a wide variety of high-risk operations. Tasks include identification of hazards in planning, construction, power operation, and maintenance activities; assessment of exposure to Reclamation personnel, contractor personnel, and the public; and to eliminate or minimize the exposure by developing and recommending controls through program reviews and evaluations, education, engineering, application of established standards, recommending protective equipment, etc., when applicable safety standards and precedent methods are inadequate or not available.

#### Factor 5. Scope and Effect (Level 5-4 225 pts)

The purpose of the work is to assist area office leadership in SOH program implementation within the area assigned, assess a broad range of safety program operations, and take measures which will eliminate or minimize unsafe conditions with the potential for causing personal injury or property damage. The incumbent assists in the development of goals based on local area office requirements and implements these or alternative criteria through area program managers and local line supervisors. Work efforts result in eliminating or reducing unsafe acts and conditions throughout the geographic area and providing Reclamation employees, contractor employees, and public visitors with a safe environment.

#### Factors 6. & 7. Personal Contacts and Purpose of Contacts (Level 6-3 and 7C 180 pts)

Has contact with all levels of in the organization including but not limited to, planning, construction office, power operation and maintenance, and safety and occupational health officials in various offices in Reclamation. Has contact with State and local safety and health offices and Reclamation contractors. The purpose of the contacts is to motivate management representatives, employees, contractors, and the public to apply or observe safe practices. The safety and occupational health manager frequently is required to explain and justify proposed new procedures or modified operating practices to staff personnel who may disagree with these changes. The incumbent must also negotiate with skeptical contractors concerning compliance with applicable safety standards and sound safety practices. Contacts with local safety officials are established primarily to exchange information in order to mitigate hazardous work conditions and to provide suggestions for safety initiatives.

#### Factor 8. Physical Demands (Level 8-2 20 pts)

Up to sixty percent of the time is spent traveling in the field to observe operational practices. The work in the field requires walking and climbing ladders and stairs. The remainder of time is spent in mostly sedentary activity in an office setting.

#### Factor 9. Work Environment (Level 9-2 20 pts)

The work environment includes, but is not limited to, office settings, construction sites, drilling sites, recreation sites, as well as visits to limited access areas such as tunnels, pipelines, gate chambers, etc. Safety measures are observed, and protective clothing and equipment are often required.

#### Total Points and Grade Conversion

Total Points = 2820

Point Range = 2755-3150

Grade = GS-12

#### Other Significant Facts

- ☐ Must be able to obtain and maintain an appropriate state driver's license as a condition of employment to drive to field and construction sites located in multiple states.
- ☐ Occasionally works outside of regular tour of duty with supervisor approval, e.g., Credit Hours, Overtime, etc.
- ☐ May involve occasional travel up to 50% of the time (some overnight stays) to attend meetings, conferences, training, site visits, etc.