



City of Phoenix INDUSTRIAL HYGIENIST

JOB CODE 04990

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform advanced professional work in support of the City's Industrial Hygiene Program. Duties include performing field evaluations leading to the recognition, evaluation, and control of chemical or biological contaminants as a part of a comprehensive safety program which assures that the City of Phoenix provides a safe, healthy work place for its employees and complies with all current safety and health standards. An Industrial Hygienist works with considerable independence under the general direction of the Safety Administrator. Work is evaluated on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Determines employees' exposure to environmental stresses;
- Develops corrective methods, controls, and procedures to improve work environment;
- Conducts industrial hygiene surveys of employees and City operations relating to hazardous substances, noise, light, and environmental stresses;
- Makes recommendations to departments based upon results of industrial hygiene surveys;
- Performs research studies of hazardous materials and develops City-wide programs to ensure standardization of control and disposal procedures;
- Assists in the administration of OSHA, ANSI, NFPA, EPA, CERCLA and other relevant safety standards;
- Introduces and interprets for City departments various Federal, State, City, and industry-recognized rules, regulations, and procedures governing hazardous materials as they impact the City;
- Selects and operates industrial hygiene testing equipment appropriate to the required analysis;
- Develops techniques for the field collection and correlation of toxic and noxious substances;
- Investigates employees' exposure to hazardous materials;
- Keeps current on new ideas and techniques in the industrial hygiene field through such means as reading governmental and professional publications, attending seminars and discussing related issues with other safety professionals;
- Coordinates City activities with professional outside contractors in the areas of toxic waste disposal and laboratory analysis;



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- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of industrial hygiene.
- OSHA, ANSI, NEC, NFPA, EPA, CERCLA, RCRA, TSCA, and General Industry Safety Standards.
- Industrial hygiene testing equipment, supplies, and personal protective equipment.
- Principles of program management.

Ability to:

- Apply the principles of industrial hygiene to include recognition, evaluation and control of recognized hazards.
- Communicate orally in the English language with individuals in a face-to-face, one-on-one setting or by telephone.
- Produce documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Establish and maintain effective working relationships with employees at all levels of the City's organization.
- Operate chemical, biological, and physical hazard sampling equipment.
- Work safely without presenting a direct threat to self or others.
- Establish priorities for own workload based upon such factors as need for immediate action, work objectives, work schedule, knowledge of future needs, etc.
- Comprehend and make inferences from written material.
- Conduct regular inspections of facilities, equipment, and hazardous work materials (i.e., solvents, pesticides, chemicals, etc.) to ensure compliance with safety standards.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition,



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individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (CDL). Pre-employment drug testing is required for CDL positions. Employees in CDL positions will be subject to unannounced alcohol and drug testing as a condition of continued employment. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

- Some positions will require the performance of other essential and marginal functions depending upon work assignment, location, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of experience in safety, chemistry, or industrial engineering involving industrial hygiene or air pollution and a bachelor's degree in chemistry, industrial engineering or a related physical or biological science. Other combinations of experience and education that meet the minimum requirements may be substituted.