DEFINITION
Under the general supervision of the Director of Occupational Safety and Health (DOSH), the Industrial Hygienist conducts industrial hygiene surveys of public sector workplaces to determine the existence of conditions detrimental to workers’ health.

Duties are performed in accordance with guidelines established in the Industrial Hygiene Field Operations Manual, Program Directives and OSH Standard Operating Procedures. The incumbent is expected to utilize knowledge, experience, and independent judgment in handling inspections. Work is reviewed through conferences and reports submitted.

DUTIES (NOT ALL INCLUSIVE)
Conducts industrial hygiene and safety inspections of workplaces.

Investigates accidents, including those involving fatalities and serious injuries, as well as complaints from employees concerning work conditions, and prepares necessary reports and records.

Designs, prepares, and conducts employee training.

Conducts walk-through inspections to identify potential hazards of toxic materials.

 Prepares sampling and inspection reports.

 Applies standards, policies and procedures necessary to the accomplishment of DOSH occupational health goals.

 Inspects workplaces for the purposes of identifying occupational health hazards, which may result from operations involving toxic substances, noise, heat, radiation, vibration and other physical and chemical factors.

 Measures occupational health hazards, utilizing appropriate sampling and testing equipment such as velometers, sound level meters, air sampling devices, etc.

 Suggests solutions designed to eliminate occupational health hazards.

 Assists with industrial hygiene cross training for other occupational safety and health personnel.

 Participates as a witness in administrative or judicial proceedings as required by OSH.
Monitors changes in the federal standards adopted by the Virgin Islands in order to ensure accurate interpretations and provide advisory services to employers.

Performs other duties as required or assigned.

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of the OSH standards, rules and regulations in general and the on-site consultation program in particular.

Knowledge of occupational safety hazards and the ability to identify their presence in the workplace.

Knowledge and skill in utilizing appropriate education and training principles and techniques sufficient to organize and present training in industrial hygiene.

Knowledge of the calibration of direct-reading equipment.

Knowledge of the basic principles of chemistry, biology and mathematics.

Some knowledge of OSHA, EPA, NEPA, NIOSH, etc. and other related regulations and guidelines.

Professional knowledge of the principles and theories of industrial hygiene.

Ability to develop a comprehensive industrial hygiene program.

Ability to plan, organize, and conduct surveys and investigations of work activities to determine presence and extent of potential occupational health hazards.

Ability to communicate effectively, both orally and in writing, to individuals of varied backgrounds and positions.

Ability to conduct the necessary on-site consultation visits in accordance with OSH guidelines.

Ability to maintain required records, reports, files, manuals, and equipment.

Ability to prepare clear, scientifically sound, accurate and factual reports containing findings, interpretations, conclusions, and recommendations.
Ability to learn and apply technical and scientific principles concerning chemical, biological, physical, and occupational health hazard in the work environment.

Ability to reach logical conclusion(s) based on an analysis of technical, scientific, and statistical information.

Ability to read, comprehend, and interpret complex, technical or legal standards, rules, regulations or reports.

Ability to apply accepted basic statistical techniques in the analysis of primary data.

Ability to accurately assess observed conditions and make determinations based on such observation.

Ability to prepare detailed written reports and analyses.

Ability to use computer programs such as Excel or Access, Microsoft Word, etc.

Skill in evaluating and prescribing methods for the control or elimination of occupational health hazards.

**FACTOR 2 - SUPERVISORY CONTROLS**

Work is initially assigned by the immediate supervisor. Work is mostly compliance and consultative and is expected to be conducted expeditiously, effectively, and prepared in the required format. Work is reviewed by the immediate supervisor for adherence to standards.

**FACTOR 3 - GUIDELINES**

Guidelines used are those outlined in the OSH Act of 1970, 29 Code of Federal Regulations, Federal Registrar, OSHA Standards, CPLS, Notices, State Plan, OSHA informational pamphlets, brochures, newsletters, and Field Operating Manuals (FOM). The employee must independently be able to interpret, understand and implement with good judgment these laws and guidelines on a daily basis.
FACTOR 4 - COMPLEXITY
The nature of this assignment is compliance and consultative. It encompasses the identification of hazards and the means of eliminating such. It also involves the monitoring of federal standards and the manner in which they are adopted and interpreted in the Virgin Islands.

FACTOR 5 - SCOPE AND EFFECT
The purpose of this position is to advise employers of abatement methods and encourage voluntary compliance of rules and regulation through training and seminars for employers and employees. It is also to identify hazards unique to the Virgin Islands for which there are no standards, and to recommend standards that can be promulgated to meet the Virgin Islands situation.

FACTOR 6 - PERSONAL CONTACTS
Contacts are made with immediate supervisor, director, co-workers, employers, and employees. Contacts are made by telephone, e-mail, fax, written correspondences, and inspection of establishments.

FACTOR 7 - PURPOSE OF CONTACTS
Contacts are made to provide assistance for assignments, provide information, obtain schedule, establish schedule, conduct inspections, follow-up on enforcement activities, investigate complaints, and to conduct enforcement of laws.

FACTOR 8 - PHYSICAL DEMANDS
Work is conducted in house and in the field. It requires walking, climbing, carrying equipment, and wearing of safety equipment as mandated by the activity to be performed.

FACTOR 9 - WORK ENVIRONMENT
Administrative duties are performed in the office. Most of the inspections and investigations are conducted in the field. A vehicle is required to move from point A to point B.
MINIMUM QUALIFICATIONS

Bachelor’s Degree in Industrial Hygiene, or a branch of engineering, physical science, or life science which includes twelve (12) semester hours in chemistry, including organic chemistry and eighteen (18) additional hours in any combination of chemistry, physics, health physics, environmental health, biology, physiology, toxicology, or industrial hygiene.

OR

An A.A. Degree in engineering or one of the physical sciences and two (2) years experience in safety investigation, supplemented by satisfactory completion of on-the-job training in prescribed occupational safety and health courses.