

Job Title: TECHNICAL MANAGER V - OCCUPATIONAL SAFETY AND HEALTH MANAGER - IPR#46580

Agency : Department of Transportation

Closing Date/Time: 06/05/2023

Salary: \$6,145 - \$10,210 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Occupational safety and Health Manager.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)

- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is responsible for providing centralized direction and control of the department's occupational safety and health program as outlined in the Employee Safety Code. This position ensures that the required Illinois Occupational Safety and Health Administration (IL-OSHA) safety programs are developed, implemented, and maintained in fully implementable form for department-wide use. These programs include, but are not limited to, safety training, recordkeeping, medical evaluations/surveillance, permits, and inspections. In addition to these responsibilities, the incumbent is accountable for projecting and tracking budgetary expenditures to ensure programmatic cost effectiveness. S/He oversees the procurement and budget for safety equipment, supplies, and services for the Occupational Safety and Health Unit.

Safety and health trainings conducted (not including eLearning):	50 annually
Occupational safety and health incident investigations:	120 annually
Statewide safety meetings conducted:	4 annually
Job hazard analysis reviews/development:	24 annually
Professional training courses attended:	3 annually
Average number of work-related injuries/illnesses:	120
Days Away/Restricted or Transfer (DART) rate:	5.06

This position reports to the Employee Services Section Manager. Reporting to this position are the Occupational Safety and Health Specialist, Safety Training Program Manager, Occupational Safety and Health Training Specialist, and Safety and Health Records Assistant.

This position operates in an ever-changing occupational safety and health regulatory environment and must comply with applicable OSHA standards including those set forth by the following statutes: 1) Illinois Occupational Safety and Health Act, IL Dept. of Labor – IL OSHA [820 ILCS 219]. 2) The United States Department of Labor (U.S. DOL)- OSHA standards for occupational safety and health for the general and construction industries which cover department operations including: General Industry Standards, U.S. DOL – OSHA [29 CFR 1910], Construction Industry Standards, U.S. DOL – OSHA [29 CFR 1926] and Maritime Industry Standards, U.S. DOL – OSHA [29 CFR 1915]. The incumbent serves as the functional manager of the department's occupational safety and health program and must maintain confidentiality, professionalism, and communicate appropriately with all levels of department employees.

(Job Responsibilities continued)

Major challenges of this position are to keep informed on new occupational safety and health-related laws and regulations affecting the department and its employees and to implement required changes in accordance with mandatory compliance dates. Another major challenge is the development of programs to improve the safety behavior and culture of the department's workforce who are assigned tasks requiring arduous labor. This challenge is even more difficult as it must be integrated within a workforce covered by collective bargaining agreements and with increasingly limited resources and limited staffing. The incumbent communicates with a large, diverse workforce located geographically throughout the state. Due to the varying environments in which departmental employees operate, this position must be capable of assessing hazards that are dynamic and constantly changing based on the operational area in which the duty is performed. In addition to changes in environmental hazards from work unit to work unit, procedures and equipment also vary depending on the work location. This position must be familiar with all of these operational practices to properly determine causal factors and recommend proper corrective measures.

The incumbent is identified as the departmental subject matter expert on all OSHA matters including, but not limited to, enforcement, compliance, and hazard identification/assessment. S/He serves as the liaison with IL-OSHA for mandatory reporting and response to and coordinating/ensuring abatement or resolution to any IL-OSHA citation(s) issued to the department where violations of standards are identified. The incumbent works directly with IL-OSHA inspectors regarding site inspections as the result of regular scheduling, imminent danger reports, fatalities, worker complaints, or referrals. S/He provides oversight to ensure OSHA's injury/illness recordkeeping and reporting rules (OSHA 300 and OSHA 300A) are followed. This position is responsible for the centralized creation and approval of statewide Job Hazard Analyses (JHAs) and oversees the JHA team which develops and updates all JHAs for field team usage.

This position directs, controls, and revises, as necessary, the department's employee safety rules published within the Employee Safety Code to ensure department employees have the tools they need to accomplish their job tasks safely and to ensure compliance with state and federal laws. S/He oversees the development, implementation, and maintenance of the departmental occupational safety and health program, policies, procedures, practices, and protocols. As an occupational safety and health resource, this position remains current with department programs, policies, procedures, practices, and protocols as well as current OSHA standards and relays information in a manner the audience can comprehend. This involves a strong basic knowledge of applicable safety rules/standards as well as the ability to apply to a unique situation and communicate the reasoning for the rules/standards.

(Job Responsibilities continued)

The incumbent oversees the collection, review, and analysis of safety data and determines trends and responds accordingly to address identified safety issues. Such data includes training records, medical evaluations, medical surveillance records, injury/illness data, and safety-related reports. This position oversees incident investigations by ensuring the Occupational Safety and Health Unit and district safety staff are identifying surface cause(s) and providing corrective action plans to immediately abate a hazardous situation. S/He evaluates the root cause(s) and accompanying system improvements and incorporates changes to ensure departmental employees are not exposed to this or a similar hazard. The incumbent participates in the development and presentation of departmental training curriculum and participates in the presentation of technical safety training. S/He oversees and participates in the inspection of department facilities ranging from a focused perspective to a general overall compliance perspective to ensure effective program implementation. The incumbent reviews documentation including incident investigation reports, corrective action plans, and system improvements including cost analysis figures. These reports may be provided to executive management for discussion and further action.

Responsibilities are accomplished through the following staff:

Occupational Safety and Health Specialist who serves as a frontline resource for all department employees for occupational safety and health matters and participates in developing and presenting safety training curriculum and safety awareness programs/special projects.

Safety Training Program Manager who is responsible for developing, implementing, and maintaining department-wide occupational safety and health programs, protocols, and procedures, as well as conducting safety-related incident investigations and inspections.

Occupational Safety and Health Training Specialist who serves as a safety representative for designated department locations and is responsible for developing and conducting safety training programs, providing administrative assistance, and serving as a subject matter expert for various occupational safety and health topics, with an emphasis on construction safety.

Safety and Health Records Assistant who oversees, reviews, and inputs data for all occupational safety and health records, generates reports/summaries, and maintains the learning management system for the safety e-Learning program.

(Job Responsibilities continued)

The incumbent is provided general direction by the Employee Services Section Manager and is given wide latitude in accomplishing responsibilities.

Matters of a unique nature are referred to the Employee Services Section Manager with recommendations for solution. Independent actions and sound

judgment, based upon extensive education and experience, are required because of the number of conditions that can develop resulting in or contributing to the injury or death of department employees. S/He is constrained by departmental policy and all state/federal acts/laws pertaining to safety training.

Internal contacts include district safety staff and department employees at all levels. External contacts include the IL-OSHA, Department of Central Management Services, other state agencies, as well as safety service/supply/equipment vendors. Frequent statewide travel that requires overnight stays is required to perform the duties of this position.

The effectiveness of this position can be measured on the merits of recommendations for improving safety in the work environment and on the ability to administer current safety training programs. The performance of this position and the overall program will be tracked by objective performance measures established in the annual Occupational Safety and Health Unit's Strategic Plan. These measures may include prompt recording of injuries/illnesses, participation in statewide safety meetings, JHA review/development, timeliness on incident investigation reporting and follow-up, as well as quality training measures.

Principal Accountabilities

1. Serves as departmental liaison with IL-OSHA regarding safety compliance issues, inspections, citations, and mandatory recordkeeping and reporting.
2. Represents the department as a resource and subject matter expert regarding occupational safety and health-related issues, both internally and externally.
3. Manages, evaluates, and develops staff members to accomplish goals. Educates/trains statewide safety managers/representatives on occupational safety and health topics.
4. Ensures quality and consistency in the development, implementation, and maintenance of safety training/programs and JHAs and makes sure they are available to all employees.
5. Directs and revises, as necessary, the department's Employee Safety Code.
6. Projects and tracks budgetary expenditures for the Occupational Safety and Health Unit.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in Industrial Safety, Occupational Safety and /Health, Public Health, Safety Management, Occupational Safety and Environmental Health, Industrial Hygiene, Chemistry, Biology, or Public Administration plus three years of experience in implementing or managing an occupational safety and health program in accordance with the OSHA requirements, OR
 - Eleven years of experience in implementing or managing an occupational safety and health program in accordance with OSHA requirements
- Valid driver's license
- Frequent statewide travel that requires overnight stays (average of 1-2 days/month)

Position Desirables

- Experience developing and/or conducting adult education or training on various safety topics
- Ability to plan, schedule, and execute the numerous required safety program elements
- Strong working knowledge of the OSHA General Industry Standards [29 CFR 1910], the OSHA Construction Industry Standard [29 CFR 1926], the

Manual of Uniform Traffic Control Devices (MUTCD), American National Standards Institute (ANSI)/American Society of Mechanical Engineers (ASME) Standards, National Fire Protection Association (NFPA) Codes, and the department's Employee Safety Code or equivalent

- Strong oral and written communication skills
- Extensive experience working with the various Microsoft Office applications (i.e., Word, Excel, PowerPoint)
- Experience with budgeting and procurement

Work Hours: 8:00 am - 4:30 pm Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Finance and Administration/Bureau of Personnel Management

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Employee Services; Health Services; Leadership & Management

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the **Internal Candidate Application Job Aid**

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com