

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INDUSTRIAL SERVICES CONSULTANT I

POSITION CODE: 21121

Effective: 11-16-89

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs industrial and/or construction safety consultation inspection work; performs inspection of work places for compliance with the Occupational Safety and Health Act (OSHA) standards and provides consultative services to employers in the area of employee's safety and health; prepares consultation inspection reports; provides consultant trainees with on-the-job training; positions primarily involve the elimination or control of physical (such as mechanical conditions), which may result in traumatic injury to persons or damage to property.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides employers with information and interpretation concerning OSHA standards; communicates with the employer to inform him of his rights, obligations and procedures of the consultation process; reviews employer's safety and health records and programs; makes appropriate suggestions and recommendations for improvement.
2. Conducts walk-through inspections of work sites; observes work operations, noting hazardous conditions and unsafe work practices; provides suggestions and recommendations to eliminate problems; uses a variety of measuring instruments such as: ground loop impedance tester, circuit tester, tic tracer, light meter, tape measure, airflow meter, and sound level meter to determine and evaluate work place hazards.
3. Prepares case file notes and consultation inspection reports to communicate findings and recommendations to employers and for review by supervisor or program manager.
4. Provides on-the-job training of Industrial Services Consultant Trainees.
5. Attends and participates in staff meetings, conferences, workshops, and institutes and other activities.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

INDUSTRIAL SERVICES CONSULTANT I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years college with coursework in engineering, physical sciences (physics, chemistry, biology, etc.), or safety/health management.

Requires the successful completion of an approved training program,

or

Requires one year of experience with industrial or construction firms engaged in industrial, mechanical or construction processes such as: insurance loss control representative, fire safety inspector, safety engineer or any equivalent combination of training and experience.

Knowledges, Skills and Abilities

Requires working knowledge and understanding of federal OSHA laws, standards and regulations and applicable state statutes, rules and regulations.

Requires working knowledge of effective methods of consultation inspections.

Requires working knowledge of the fundamental principles of sound safety and health practices and methods.

Requires working knowledge of the standard types of machinery and equipment employed in industrial construction firms.

Requires ability to interpret the provisions of the state and federal occupational safety and health laws.

Requires ability to effectively advise and assist employers with safety and health compliance.

Requires ability to ascertain facts by observation of the work place and conference with employer's representatives and employees.

Requires ability to analyze safety and health related data, study work practices and processes.

Requires ability to determine the degree of worker involvement and risk, and to determine the severity of the hazard.

Requires ability to communicate effectively orally and in writing.

Requires ability to advise employers of hazardous situations, how to correct or eliminate them and to prepare field consultation inspection reports.

Requires ability to establish and maintain satisfactory working relationships with industrial management, government officials, union representatives, and factory personnel.