

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INDUSTRIAL SERVICES CONSULTANT TRAINEE

POSITION CODE: 21125
Effective: 7-16-89

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, participation in an agency sponsored training program for a period of six to twelve months in Occupational Safety and Health Act (OSHA) standard applications designed to develop the necessary skills to perform the beginning level technical duties involved in the various phases of industrial and construction safety consultation inspection services.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives on-the-job formal and/or informal orientation and training to acquaint the employee with the duties and responsibilities of the position and in the interpretation of the Federal Occupational Safety and Health Act (OSHA), consultant procedures and obligations.
2. Accepts and completes assignments of increasing difficulty for the purpose of gaining experience and developing working skills; accompanies more senior level consultants or supervisor on consultations.
3. Pursues to successful completion assigned projects; refines knowledges utilized in providing OSHA consultative services, along with the appropriate methods and procedures of application.
4. Develops the capabilities to conduct an opening conference with employers and to evaluate safety and health programs and records.
5. Attends and participates in staff meetings, conferences, workshops, institutes and other activities which will provide meaningful learning experiences.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

INDUSTRIAL SERVICES CONSULTANT TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in engineering, physical sciences (physics, chemistry, biology, etc.), or two years of experience in industrial or construction firms engaged in industrial, mechanical or construction processes or any equivalent combination of training and experience.

Knowledges, Skills and Abilities

Requires elementary knowledge and understanding of the federal Occupational Safety and Health Act (OSHA) laws, standards and regulations.

Requires elementary knowledge of effective methods of consultation inspection.

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

Requires elementary 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 health laws.

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

Requires ability to ascertain facts by observation and conference.

Requires ability to prepare clear and concise reports of field consultation inspection reports.

Requires ability to communicate effectively orally and in writing.

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