

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

PUBLIC SAFETY INSPECTOR

POSITION CODE: 37007

Effective: 5-1-18

DISTINGUISHING FEATURES OF WORK:

Under direction, performs health and safety inspections and investigations as authorized and directed by the State of Illinois Occupational Safety and Health Act (OSHA) [820 ILCS 219/1]; inspects a public workplace and the surrounding environment, and all related conditions and property necessary to ensure compliance and enforcement with the applicable rules and regulations encompassed by OSHA; confers with employers regarding inspection findings; provides workplace safety and health guidance and instruction to public employees and management, and makes educational and informational presentations to other interested parties; documents all investigatory findings and prepares detailed reports regarding inspection activities and outcomes; travels to inspection sites to perform duties as operational needs require.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs public workplace inspections in accordance with all state and federal OSHA laws and rules to establish, maintain and verify compliance with health and safety standards; while on site, documents and alerts management to identified compliance violations resulting from unsafe work practices or hazardous conditions, and notifies affected employees and employer when an imminent danger is discovered to exist and initiates relief procedures; reviews organizations' records and safety programs; offers suggestions for improvement as warranted.
2. Compiles inspection related data and information; prepares reports enumerating violations of rules or laws, clarifying necessary corrective measures to be taken and establishing deadlines for correction.
3. Participates in investigations of fatalities related to a workplace hazard; interviews witnesses and other affected parties; examines site location and relevant documents and records; compiles report of fatalities for supervisory review.
4. Investigates allegations of OSHA whistleblower protection violations; interviews complainants and witnesses; obtains statements and supporting documentary evidence, following up on resulting leads; reviews, evaluates and analyzes evidence and reports findings to superiors.
5. Provides practical assistance and direction to less experienced inspectors in the areas of conducting inspections and investigations, completing and maintaining related documentation and reports, and accomplishment of the agency's operations, mission, goals, and objectives.

PUBLIC SAFETY INSPECTOR (continued)

6. Serves as an OSHA educational and informational resource; delivers public workplace safety presentations to management and employees; guides, advises and assists organizations in gaining and/or maintaining compliance; responds to inquiries for interpretation or application of OSHA, and general questions from interested parties.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college including courses in engineering, technology, physical or life sciences, industrial hygiene or related fields.

Requires either

- A) successful completion of the State of Illinois Public Safety Inspector Trainee program;

OR

- B) one year of scientific, technical, or other work experience that demonstrates understanding of occupational safety and health principles and practices and successful completion of the applicable OSHA sanctioned training course(s) prior to expiration of probationary period of employment.

Related work experience in the areas of work safety inspection and consultation, promotion or training may be accepted as meeting the requirements of this class on a year-for-year basis.

Knowledges, Skills and Abilities

Requires working knowledge of the state and federal Occupational Safety and Health Act standards, laws, rules, and regulations.

Requires working knowledge of effective methods of inspection and enforcement.

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

PUBLIC SAFETY INSPECTOR (continued)

Requires skill and ability to solicit and elicit factual and useful information from others.

Requires ability to plan, coordinate and safely carry out technical inspections and investigations from initiation to conclusion, and determine compliance with health and safety standards and laws while wearing or utilizing required protective safety gear or equipment.

Requires ability to clearly articulate inspection findings.

Requires ability to combine elements and components of an investigation into a unified resolution.

Requires ability to ascertain facts by observations and conference.

Requires ability to establish and maintain satisfactory working relationships with agency staff and representatives of institutions subject to OSHA inspection.

Requires ability to obtain appropriate security clearance to conduct inspections of areas and/or information designated as classified.

May require possession of a valid appropriate driver's license and the ability to travel.