

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

OCCUPATIONAL SAFETY INSPECTOR 1, 2, AND 3  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions performing technical field inspection work in the enforcement of Wisconsin job safety and health codes and standards for public facilities. This specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses positions conducting field inspections and safety plan audits of state and local government units, public school systems and/or public recreational facilities, including amusement rides, ski lifts and tows, to ensure compliance with Wisconsin job safety and health standards. Duties include inspecting public facilities in an assigned area of the state; conducting periodic audits of public employers’ safety plans and implemented procedures, conducting investigations of reported job-related injuries to employees; interpreting codes and standards; and issuing orders for corrective action to code violators.

C. Exclusions

Excluded from this specification are the following types of positions:

- 1) Supervisory, confidential, or managerial positions as defined in s. 111.81, Wis. Stats.
- 2) Investigations relating to civil violations of State and Federal laws, rules and regulations.

- 3) Inspections and investigations pertaining to criminal violations;
- 4) Inspections and investigations for animal health, petroleum products, building construction, plumbing, fire, mining, boilers, or elevators; except as related to overlapping requirements that are more restrictive than OSHA (Comm 32.15 & 32.16).
- 5) Professional positions requiring licensure as a registered sanitarian.
- 6) Positions which are better defined and identified in other classifications or class series.

D. Entrance and Progression Through The Series

Employees enter classifications within this series by competitive exam.

## II. DEFINITIONS

### OCCUPATIONAL SAFETY INSPECTOR 1

This is entry level field inspection work relating to the enforcement of Wisconsin job safety and health codes and standards for public facilities. This position performs inspections and investigations to ensure compliance with Wisconsin Statutes and Administrative Codes for the protection of employees and frequenters of licensed public facilities. At this level, tasks are pre-structured and clearly defined. Inspections performed may require some inquiries to determine severity of problems identified, but problem situations are easily observable. A working knowledge of applicable codes is required. This means sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations. Work is performed under close supervision to limited supervision.

#### Represented Position

Department of Health and Family Services. Under close supervision, this position is responsible for enforcing Wisconsin health codes and standards for low complexity public facilities. This includes safety verification surveys of pre-packaged food establishments and temporary restaurants, hotels, motels, tourist rooming houses, abbreviated pool inspections and campgrounds. Performs field inspections and investigations in assigned geographic areas of the state to ensure compliance of the Wisconsin Statutes and Administrative Codes for the protection of employees and frequenters of licensed public facilities. The incumbent utilizes a predefined format to evaluate the compliance of the physical layout, sanitary conditions, operating procedures, adequacy of the private water supply and private sewage systems, and plumbing and building safety (fire protection) equipment with applicable codes and statutes.

### OCCUPATIONAL SAFETY INSPECTOR 2

Positions at this level perform field inspections, safety audits, and investigations in an assigned geographic area of the state to ensure compliance with applicable safety and health codes and standards for protection of employees and frequenters of public facilities. Employees are responsible for conferring with employers, employees and various officials to explain and interpret code requirements; determining compliance or non-compliance of codes and standards; issuing orders for corrective action of code violations; and conducting investigations of reported job-related injuries. At this level, tasks are less defined and require application of judgement. Employee must have considerable knowledge of applicable codes and applications which enable them to work effectively in a wide range of work situations under limited to general supervision.

### **OCCUPATIONAL SAFETY INSPECTOR 3**

This is the objective level for positions which perform the most advanced field inspection work relating to the enforcement of Wisconsin job safety and health codes and standards for public facilities. Employees in this class independently perform advanced technical safety field inspections that involve the most complex machinery and equipment; conduct accident investigations and Workers Compensation investigations; perform safety testing on machines and equipment; and conduct education training programs. Positions also respond independently to the most complex and technical inquiries regarding safety codes and regulations. Work is performed under general supervision.

#### **Represented Positions**

Department of Commerce. Under general supervision, this position conducts advanced technical inspections and safety plan audits in the public employer sector for enforcement of state job safety and health standards; investigates work-related inquiries for determination of increased worker's compensation payments to injured employees; investigates accidents, conducts inspections of amusement rides and ski lifts for compliance with applicable safety codes and conducts education and training in public safety.

### **III. QUALIFICATIONS**

The qualifications required for these classification levels will be determined on a position-by-position basis at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skill required upon appointment have been acquired

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was modified effective June 12, 2005, and announced in Bulletin OSER-0065-MRS-SC to adequately describe positions in Department of Health and Family Services which perform this type of duties.

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