



Occupational Safety & Health Administrator

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**Details**

**Job ID : 340**

**Title :** Occupational Safety & Health Administrator

**Job Code :** 916

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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**Job Departments**

- Administrative Services - Real Property

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**Purpose**

RESPONSIBLE FOR MAKING SURE ALL COURT OCCUPIED BUILDINGS ARE COMPLIANT TO OSHA AND ADA, AND KNOWN ENVIRONMENTAL STANDARDS.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 2 Years of Related Experience

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**Job Required Knowledge**

- CONSTRUCTION AND WORKPLACE SAFETY STANDARDS
- OSHA CERTIFIED TRAINING AND CERTIFICATION

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**Job Skills/Abilities**

- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

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**Job Duties**

- INSPECTS, REVIEWS, AND REPORTS ON OSHA, ADA, AND ENVIRONMENTAL ISSUES
- RECOMMENDS CORRECTION ACTION FOR COMPLIANCE ISSUES
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES
- PROVIDES OVERSIGHT ON NEW CONSTRUCTION AND RENOVATION PROJECTS AS NEEDED
- OTHER DUTIES AS ASSIGNED