



Duke University Health System

Job Description

Job Title: Safety and Health Specialist II

Job Code: 2523

General Description of the Job Class:

Assists with ergonomic-related activities of the Ergonomics Division of the Duke University Occupational and Environmental Safety Office. Activities include performing ergonomic evaluations of workplaces, conducting ergonomic training classes, interacting with ergonomics and physical therapy graduate students, and assisting with projects involving Duke University purchasing managers, facility planners, operations managers, risk managers, occupational physicians, and personnel from other divisions of OESO.

Duties and Responsibilities of this Level:

1. Conducts ergonomic assessments of work areas as requested by physicians and health care providers, managers, benefits administrators, facilities planners, and others. Recommends appropriate engineering or work process modifications to prevent worker illness or injury. Provides follow-up assessment of recommendations. Provides reports to physicians and claims administrators for use in determining causation when seeking remediation of workplace problems.
2. Provides solutions to a variety of problems where analysis of data requires evaluation of identifiable factors. Exercises judgment within defined policies in selecting methods and techniques for obtaining solutions.
3. Maintains knowledge of pertinent research in the area of ergonomics and related fields. Evaluates new products for use by Duke employees.
4. Works closely with Employee Occupational Health and Wellness and related personnel in efforts to identify ergonomic concerns in the workplace that may contribute to specific injuries as defined by physicians.
5. Assists with organizing and facilitating ergonomics committees and attends regular meetings. Assists with training and supporting committee members from various disciplines.
6. Educates employees in ergonomic concepts emphasizing their particular tasks or work areas and provides information to employees about preventive and corrective ergonomic modifications. Supports all management levels with education and consultation regarding ergonomics and related aspects of health, productivity, and employee relations. Maintains accuracy of training materials.
7. Actively markets ergonomics concepts, justifications, and services to managers and employees in the University, Medical Center, and Health System.
8. Assists with projects and activities of ergonomic, engineering, and physical therapy graduate students or consultants as required

Job Description *(continued)*

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Required Qualifications at this Level:	
Education:	Required Minimum Education: BS <u>or</u> MS
Experience:	Additional Training/Experience: 2 years with BS, 1 year with MS.
Degrees, Licensure, and/or Certification:	Degree in Engineering or related field; Associate Ergonomics Professional (AEP) or Physical/Occupational Therapy License preferred.
Knowledge, Skills, and Abilities:	<ol style="list-style-type: none"> 1. Proven knowledge and familiarity with ergonomic principles and techniques. 2. Proven knowledge and ability to apply principles of ergonomics, biomechanics, anthropometry, engineering, and task analysis. 3. Basic knowledge of neurological and musculoskeletal system pathology as it applies to ergonomic related musculoskeletal disorders. 4. Creative problem solving to recognize needs and design solutions to address ergonomic concerns. 5. Excellent interpersonal skills. Good oral and written communication skills. Ability to give oral presentations and write clear, concise, accurate, reports. 6. Ability to complete literature and Internet searches. 7. Familiar with Microsoft Office applications such as MS Word, Power Point, Excel, and Access.
Distinguishing Characteristics of this Level:	
<ol style="list-style-type: none"> 1. Works under general direction of the Ergonomics Division Director toward predetermined goals and objectives using established procedures. Work is reviewed for soundness of technical judgment and overall adequacy. Occasionally functions as lead person for small projects. 2. Works with a variety of individuals at all levels. Takes on multiple projects and performs multiple tasks simultaneously. Works effectively with co-workers within a team setting. Independently schedules appointments, presentations, in-services and other work related commitments. 3. High degree of accuracy required in identifying and providing appropriate solutions for ergonomic stressors present in the workplace. 	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.