

Update

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Occupational Hygienist

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-06-24

Responsibilities Added:

None - Job description transferred to new template (some minor adjustments to wording)

Responsibilities Removed:

None - Job description transferred to new template (some minor adjustments to wording)

Job Purpose and Organizational Context

Why the job exists:

The position is a provincial specialist who provides technical input and support to OHS compliance files, issues, projects, programs, policy, legislation, publications and client responses that require occupational hygiene expertise. In addition, the position plays a lead role in administering OHS regulated programs, such as WHMIS, asbestos or radiation. The position holds a statutory "Director" designation under the OHS

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Support Occupational Health and Safety programs.

- Implement and maintain OHS regulated programs such as those related to WHMIS, asbestos or radiation. This includes program policy, program administration, agency approvals, audits and inspections.
- Manage or support technical projects that pertain to occupational hygiene.
- Provide technical assistance to internal or external stakeholders on occupational hygiene topics.
- Support the Department in the administration of its overall OHS business plan.

Participate in the regular review and revision of OHS legislation and policies relating to occupational hygiene issues.

- Support regulatory review working groups.
- Draft recommendations for changes in legislation.
- Obtain and review stakeholder input.

Make statutory decisions as required.

- Decision OHS acceptance and approval requests.

Develop OHS publications and contribute to policy interpretations relating to occupational hygiene.

- Review or develop OHS publications.
- Provide policy interpretations to stakeholders internally or externally.

Support OHS officers in work related to occupational hygiene issues.

- Conduct field visits and inspections or provide remote inspections support when requested by OHS officers to provide advice and perspective on occupational hygiene issues.
- Review reports and findings from occupational hygiene field measurements and inspections.
- Review competencies or qualifications of persons conducting occupational hygiene work.
- Conduct proactive projects to address identified and emerging occupational hygiene issues.

Problem Solving

Typical problems solved:

Typical problems solved by the position are highly technical in nature involving science, OHS legislation and OHS principles. Areas include (1) program, policies and standards administration (e.g., expert knowledge of the occupational hygiene discipline, ability to develop and administer programs, ability to collaborate with stakeholders, and ability to communicate effectively in multiple modes including written and verbal), (2) technical and equipment (e.g., knowledge of research methods, ability to understand scientific articles and methods, ability to assess hazards, and knowledge of how to use scientific equipment), and (3) creativity and independent decision making (e.g., ability to work independently, ability to interpret regulations, and ability to prepare discussion papers and recommendations).

Types of guidance available for problem solving:

Guidance available to the position includes professional codes of ethics, OHS legislation and standards, and knowledge gained from post-secondary education and professional training and experience.

Direct or indirect impacts of decisions:

As a statutory "Director" under the OHS Act, the position makes statutory decisions that may affect work site parties. The decisions, for example, could allow or not allow a work site party to do certain things from an OHS legislation perspective.

Key Relationships

Major stakeholders and purpose of interactions:

The position provides expertise in occupational hygiene and is required to facilitate diverse stakeholder groups in the reviews and revisions of occupational health and safety regulations. The position responds to requests or addresses issues from OHS officers, employers, workers and occupational health and safety professionals at any level and from any organization. The position is also required to communicate with health and safety professionals in industry, academia and consulting sectors in arriving at recommendations or decisions relating to occupational hygiene from a government or regulatory

perspective.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Science		Other

If other, specify:

Certified Industrial Hygienist (CIH) or Registered Occupational designation (or equivalent - see below).

Job-specific experience, technical competencies, certification and/or training:

A university degree in science, engineering, occupational hygiene or related field, supplemented by four years of related experience is required. Also required is a Certified Industrial Hygienist (CIH) or Registered Occupational Hygienist (ROH) designation or equivalent, or a CIH or ROH candidate who has confirmation in writing from either the Board for Global EHS Credentialing (gobgc.org) or Canadian Registration Board of Occupational Hygienists (crboh.ca) that the individual is eligible and authorized to write a CIH or ROH exam. In the event that the individual is a CIH or ROH candidate who does not yet hold a CIH or ROH designation, the designation must be earned within one year of starting the position, as this, or an equivalent designation, is a requirement for the position.

Assets:

- University master's degree in a related field (e.g., science, occupational hygiene, or public administration) is an asset.
- OHS generalist designation (e.g., Canadian Registered Safety Professional) or science designation (e.g., Professional Chemist, Professional Physicist, or Professional Engineer) is an asset.
- Project management experience, training, or designation is an asset.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none">• Plans for how current situation is affected by broader trends• Integrates issues, political environment and risks when considering possible actions• Supports organization vision and goals through strategy• Addresses behaviours that challenge progress	Ability to consider and assess inter-relationships among different aspects of an approach and linkages from data analysis to complex OHS issues/questions. Considers emerging trends when contributing ideas to the development of priorities, strategies and approaches.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none">• Creates opportunities for improvement• Is aware of and adapts to changing priorities• Remains objective under pressure and supports others to manage their emotions• Proactively explains impact of change on	Ability to balance a number of complex, concurrent projects while producing high quality work within tight time constraints. Skills to identify options and implement realistic contingency plans.

		roles, and integrates change in existing work • Readily adapts plans and practices	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission	Ability to proactively decide which results are important so time and resources are used effectively. Identifies ways to exceed performance expectations by identifying potential efficiencies, different ways of working, or opportunities to contribute to the work of others.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes	Ability to engage others to think broadly about impacts of projects, and bring different perspectives together. Ensures communication is ongoing by setting up processes or structures that facilitate communication and collaboration.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)