



Safety Coordinator– Full Time

The ideal candidate must be punctual, motivated, and willing to learn and develop their skills. Must also be detail-oriented, honest, and carry out tasks safely and professionally.

The Safety Coordinator will help minimize the risk of job-related accidents at our General Engineering Construction company. The Safety Coordinator is responsible for ensuring that their co-workers can work safely by advancing and enforcing the company's safety guidelines and policies.

Duties and responsibilities:

- Monitor safety standards per all applicable Local, State, and Federal regulations, including (OSHA, DOT/FMCSA, and EPA).
- Coordinate safety-related activities, including the tracking and reporting of safety performance to management.
- Provide and conduct training through safety materials, coaching, and mentoring as directed.
- Observe workers and evaluate job activities to determine if proper safety standards are being followed.
- Identify and evaluate dangerous working conditions and make adjustments to safeguard employee's health.
- Inspect specified areas for fire prevention equipment and other safety and first aid supplies.
- Investigate causes of accidents to identify preventative safety measures for incorporation into the safety program.
- Maintain programs and record-keeping systems that track and evaluate personnel injuries.
- Conduct audits, accident investigations, and site inspections of operational procedures, facility design, equipment, and materials.
- Assist with testing and servicing safety equipment and systems.
- Assist in the processes and procedures associated with DOT/FMCSA for drivers and operators of company equipment.
- Demonstrate a commitment to the quality improvement process and the philosophy of continuous improvement.
- Inspect SWPPP protocols on all job sites to ensure EPA compliance.

Required Experience:

- Two years of related experience; or equivalent combination of education and experience.
- OSHA 30 preferred, will train if needed.
- Trench Safety Competent Person preferred will train if needed.
- Confined Space Competent Person preferred will train if needed.
- Knowledge of Storm Water Pollution Prevention Plan (SWPPP) a plus.

Required Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a wide variety of technical instructions furnished in written, oral, mathematical, or diagram form and deal with several abstract and concrete variables.
- Requires a valid driver's license, CDL preferred.
- Working knowledge of word processing, spreadsheet, and email software.
- Working knowledge of DOT regulatory requirements.

Benefits:

- Fully paid medical insurance for the employee, 50% paid medical for family.
- Vision and dental insurance available at employee's expense.
- 401K with up to 4% matching.
- Paid weekly
- Paid Time Off