

Master Locators, Inc.

Job Posting

Title: Safety Supervisor or Manager

Date: 09/29/17

Reports to: Operations Manager

Hours: Between 7:30 am and 5:00 pm

Respond to: Ed Donnelly by email only: edonnelly@masterlocators.com

Respond by: 10/04/17

This is an exempt position located in the corporate office.

Salary Range: \$57,000 to \$75,000 / yr. based on experience and education.
Manager or Supervisor title will be determined by level of experience.

Responsibility Summary: Works with and through management, to ensure compliance with safety and environmental procedures at all levels and to assist in the achievement of profitability/productivity requirements.

DUTIES:

- Reviews and implements safety & environmental policies and procedures in compliance with local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT).
- Advises Management and Supervisory team on safety compliance concerns and preventative actions.
- Plans and implements training for all employees in work site safety & environmental practices.
- Maintains all safety & environmental files and records.
- Performs safety surveys and inspections, prepares written reports of findings and recommendations for corrective or preventive measures where indicated and follows up to ensure measures have been implemented.
- Conducts post-accident / incident investigation and prepares report identifying possible accident causes and hazards for use by company personnel and senior management.
- Organizes and / or conducts training.
- Leads the development, evaluation and upgrading of safety and environmental programs.
- Manage all environmental reports.

QUALIFICATIONS:

- Bachelor's degree in Occupational Safety and Health or another technical degree with at least 5 years of industry experience required.
- CSP certification preferred.

- Expert knowledge of local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT). (Must be familiar with OSHA 1926 and 1910 regulations.)
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Proven ability to organize all safety and environmental documents as required.
- Must be able to travel overnight at least 20% of the time.
- Must be available and willing to work weekends and holidays as the necessary to meet business needs.
- Ability to use problem solving techniques to make good decisions.
- Above average PC skills with excellent written and verbal communication skills.
- Willing to receive any additional training required to perform the job at an optimum level.
- Able to work as a team member. Promotes positive working relationships with all parties involved and shows leadership when interacting with other employees and clients.
- Very quality conscious.
- Experience in OSHA, DOT and EPA regulatory requirements.
- Excellent Computer, communication and training skills.

PHYSICAL QUALIFICATIONS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand for an entire shift; walk up to 2 miles per day; sit; use hands to finger, handle, or feel; and talk or hear; climb stairs and/or ladders and work in confined spaces.
- The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Have 20-20 vision naturally or by using corrective lenses and able to identify colors.
- Able to use all required Personal Protective Equipment.
- A valid driver's license, good driving record and ability to safely operate company vehicles.