



Safety Coordinator – Commercial Construction

Seeking an experienced Safety Coordinator for a large commercial roofing and sheet metal company

Aetna Roofing is a well-established, continuously growing full service commercial roofing company, including sheet metal and waterproofing serving the New Jersey and Pennsylvania markets, with a focus on quality, customer service, and safety. We have a strong client portfolio including many Fortune 500 companies. We are centrally located in Trenton, New Jersey. We are seeking an experienced Project Safety Coordinator who can carry out our core safety values.

Position Duties:

- Conduct routine on-site safety audits to ensure compliance with all Federal, State, and client requirements.
- Prepare Job Safety Analyses and Fall Protection Plans for projects and ensure all elements are carried out.
- Actively communicate with client safety representatives to stay ahead of new requirements.
- Stay up to date on all new regulatory requirements.
- Inventory safety equipment and ensure ample in-house stock
- Prepare and review crane lift plans
- Document any safety incident investigations and provide corrective actions.
- Oversee training requirements for workers including providing training as appropriate, and maintain training records
- With upper management, coordinate with superintendents and foremen to promote a strong culture of safety.

Job Qualifications/Requirements

Significant experience as a responsible person in a construction safety role

OSHA 30 (preferred)

Fall Protection training and experience

Strong communication skills to interact with clients, field staff and internal management

Strong writing and organizational skills

Familiarity with Microsoft Office (Word, Excel)



Aetna offers:

Very competitive compensation, bonus, and expenses

Health insurance

Life insurance

401(k) contributions in our Vanguard Investment Plan, with match of employee contributions

Send your resume to:

Karen Fell, Aetna Roofing

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COMMERCIAL ROOFING - WATERPROOFING - SHEETMETAL

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