



We are a fast-growing general contracting firm specializing in civil, utility, power & electrical construction. Located in New Castle DE. Battaglia companies are proud to be a family owned, nationally certified women owned business.

<b>Job Title:</b>	<b>Safety Manager</b>
<b>Reports To:</b>	<b>General Manager</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Schedule</b>	<b>Monday-Friday 7:30am-4:30pm</b>

**Primary Duties & Responsibilities include but are not limited to:**

- Assist the Safety Department in managing the company safety program “Serious About Safety” and the company Safety Team and Council.
  - Provide team safety updates.
- Assist and or conduct routine site visits in coordination with Foremen/PMs.
  - BEI & BIT Site Audits; Work with Safety Team and BAI Safety Managers.
- Assist with project start up.
  - Provide safety assessment of project.
  - Generate a site specific safety plan.
  - Provide required MSDS sheets.
  - Provide review and update of jobsite database.
- Maintain compliance for all safety documents and procedures.
- Ensure company-wide OSHA compliance.
  - Oversee Safety Audits & Tracking.
  - Injury/Incident Recordkeeping.
  - Toolbox Talks Recordkeeping.
  - Safety Kits.
  - Schedule OSHA Training: Supply required State and Federal posters.
- Conduct Employee Onsite Onboarding
  - Request and process background checks for specific jobs.
  - Write compliance letters.
  - DMV – process driving record checks.
- Assist with company general and subcontractor pre-qualifications.
- Maintain the company’s ISN Certification.
  - Keep Battaglia companies’ complaint maintain A rating on ISN.
  - Manage ISN hourly reporting.
- Coordinate training.
  - Keep employees compliant with latest training in their field.
  - Maintain state-required trainings.
  - Organize regular Toolbox Talks.
  - PPE & Tool training.
  - Set up and schedule training.

### **Qualifications:**

- Project a professional demeanor at all times through appearance and behavior. Promote positive customer relations.
- Must be able to work in a fast-paced environment with demonstrated ability to handle and prioritize multiple tasks and demands.
- Must have excellent time management skills and ability to work independently.
- Must be detail oriented and be accurate in composing and proofing materials.
- Must have strong communications skills both written and oral.
- Must have strong initiative, leadership, and decision-making skills.
- Must be able to interact and communicate with individuals at all levels of the organization.
- Must be computer literate with prior experience in Microsoft Office (Word, Excel, and PowerPoint).

### **Experience Requirements:**

- Effective written, oral, and analytical skills
- Excellent presentation and training skills
- Demonstrated problem solving and critical thinking skills
- Strong organizational, interpersonal skills
- Good attention to detail and the ability to recognize discrepancies
- Willingness to meet deadlines and work the necessary time needed
- Ability to handle multiple tasks, establish priorities and work under pressure
- Manage time efficiently to complete assigned tasks with minimal supervision
- Maintain positive relationships with customers, vendors, subcontractors, and co-workers
- Ability to work in a team environment
- At least 5 years of direct construction management and safety experience
- Experience managing multiple delivery methods
- Proficient in Microsoft Office software such as Word, Excel, Outlook, Teams
- Proficient with Procore, Accubid estimating software, Sage a plus
- Microsoft Project, Primavera a plus

### **Education Requirements:**

- 4 Year Degree in Construction Management, Safety or related field, or equivalent experience.
- OSHA 10-hour and 30-hour Certification a plus

### **Physical Requirements:**

- Requires prolonged sitting
- Requires frequent operation of office equipment, such as a computer, copy machine, telephone, etc.
- Occasional standing and walking required, especially on jobsite visits

### **Statement of Notices**

#### Equal Employment Opportunity

Battaglia Companies, provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual preference, or non-disqualifying physical or mental handicap or disability in each aspect of the human resources function.

#### Americans with Disability Act

Applicants as well as associates who are or become disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. Applicants as well as associates are encouraged to meet with Human Resources as the organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

#### Job Requirements

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job and should not be considered as a detailed description of all the work requirements of the position.

Other duties may be assigned. The Company may change the specific job duties with or without prior notice based on the needs of the company.

#### **This company describes its culture as:**

- We are family!
- Team oriented
- Quality driven
- Transforming yet stable

#### **Benefits we offer:**

- Competitive Wages
- Healthcare
- Vision & Dental Benefits
- Company paid life insurance & long-term disability
- 401(K) Retirement Program
- Paid Holidays
- Paid Time off
- Potential Remote Work up to 2 days a week
- Full-Time Position
- Participation in company bonus program
- Participation in cash-balance plan

Email Resumes to [Careers@battag.com](mailto:Careers@battag.com)