



Job title	<i>Environmental Health & Safety Training Manager</i>
Reports to	<i>Safety Director</i>
Department	<i>Safety</i>
FLSA Status	<i>Exempt</i>
Effective Date	<i>January 1, 2024</i>

Essential Functions

Under the direction of the Safety Director, the EHS Training Manager is responsible for developing, implementing, and managing safety training programs within JD Eckman Inc. This role ensures compliance with relevant safety regulations, promotes a culture of safety and facilitates training programs to enhance employee skills and knowledge. The EHS training manager collaborates with various departments to create a safe working environment and improve overall operational efficiency.

Duties and responsibilities

Training Program Development

- Develop, implement, and conduct JD Eckman's training program to comply with OSHA, JD Eckman policies, and contractually required training.
- Coordinate with external training providers when necessary.
- Assess training needs and develop comprehensive training programs for employees at all levels.
- Collaborate with department heads to identify specific skill requirements and implement targeted training sessions.
- Create training materials, presentations, and documentation to support various training initiatives.
- Manage the company's Learning Management System (LMS) to provide virtual training through multiple vendors and schedule various training events.
- Evaluate the effectiveness of the training programs and make continuous improvements.
- Keep all records of training documents, including certifications and qualifications.

Safety Compliance

- Conduct regular safety audits, risk assessments and inspections to identify and address potential hazards.

Incident Investigation and Reporting

- Lead investigations into workplace incidents, accidents, or near misses to determine root causes.
- Compile incident reports, analyze data, and recommend corrective actions to prevent future occurrences.

Qualifications

Basic Qualifications

- Bachelor's degree in a safety related discipline.
- 5+ years of experience in a safety role within a construction environment, preferably in heavy highway.
- Proficient knowledge of OSHA and DOT laws
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form
- Effective communication and interpersonal skills necessary to work and communicate effectively with people at all levels of the company
- High level of proficiency in Microsoft Office applications (Word and Excel) is required
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to work independently
- Must be proactive and solution oriented
- Ability to work with a high degree of confidentiality is required

Preferred Qualifications

- BCSP certification(CHST, ASP, CSP, etc.)
- OSHA 500 & 501 certification

Working conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a safety sensitive position requiring work on project sites, including federal projects. Project sites contain various safety hazards associated with heavy construction. This position may require working at heights, in confined spaces, around heavy equipment, and under constantly changing conditions. This position may also entail project site work at night and on weekends on an as needed basis. This position may be subject to more stringent drug testing and compliance policies associated with our status as a Federal Contractor.

Physical requirements

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 sit, stand, stoop and walk, use hands to finger, handle, feel, talk and/or hear, enter and exit vehicle and enter and move about job sites and facilities. Required to climb and work at heights as necessary to inspect shop and job site conditions and equipment.
- The employee must occasionally lift and/or move up to 65 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Computer screen time is required.

Direct reports

None.
