



## CONSTRUCTION SAFETY MANAGER

**Reports To:** President

**Position Summary:**

The Construction Safety Manager (CSM) directs, develops, and oversees the general health and safety policies and procedures of the organization. He / She uses strong and effective leadership to ensure compliance to established policies and safety regulations by providing support and guidance to the field and office personnel. CSM develops and implements corporate and field safety programs and objectives; coordinates safety training programs in compliance with OSHA; monitors safety regulations; and provides support to personnel to ensure compliance with OSHA, internal and other federal, state, local or industry specific safety regulations.

**Qualifications & Requirements:**

- 10+ years' experience within the commercial, retail /restaurant construction field (equivalent trade experience considered).
- 10+ years' of verifiable, boots on the ground field supervisor level experience in one or more areas: framing, HVAC, electrical, steel erection, plumbing, concrete & masonry, sheet metal, underground utilities.
- Must have knowledge and experience in the regulations impacting the Construction Industry; Experience with luxury retail, corporate interiors, or restaurant preferred.
- Travel is required up to 30%
- Must be proficient in MS Office - Excel, Word, PowerPoint and Outlook, etc.
- Must be able to read, write, and effectively communicate in English and be bilingual-Spanish (preferred).
- A Bachelor's Degree in construction safety or Occupational Safety and Health (OSH), preferred.

**Professional Credentials (Board of Certified Safety Professionals) & Trainer Qualifications**

- **Preferred:** CSP or ASP
- **Acceptable:** CHST or OHST
- **Required:** OSHA Training Institute (OTI) Outreach Instructor for Construction (Course 500).
- **Acceptable:** OTI Course 501 (General Industry) with the ability to add Course 500 within one year.
- **Candidate must possess the following verifiable credentials:** CPR & First Aid, Fall Protection, Trenching and Excavation, Confined Space, Scaffold
- **Candidate must demonstrate the ability and maintain adequate credentials to train workers in the following areas:** Cal OSHA- Construction Safety Orders, Fed OSHA Construction Safety Order, CPR/FA, Forklift Operation, Mobile equipment Electrical Safety, operation including boom and scissors lifts

**Skills & Abilities:**

- Strong leadership skills.
- Excellent communications and interpersonal skills.
- Commitment to excellence, company goals and expectations.
- Ability to direct and coordinate various projects and keen attention to details
- Excellent overall construction knowledge.
- Anticipation and forethought of problem-solving and critical thinking.
- This is a task and goal-oriented position and the candidate must be able to prioritize, organize his/her own schedule, and be able to work with only limited supervision.

**Roles performed are detailed below:**

- **Construction Projects**
  - Safety Manager of Superintendents + Corporate personnel
  - Safety Cultural Ambassador
  - Safety Quality Control
  - Client Relations
- **Legal/Compliance/ HR**
  - Safety Officer
  - Lawsuit Clearing House
  - OSHA Compliance
- **Training**
  - Mentor/training of Superintendents

**Key tangible metrics for achievement:****Construction Projects:**

- Provides programs and policies that ensure a safe workplace including safety orientations, skill training, emergency preparedness, proper job instruction, hazardous material disposal procedures, and the use of protective equipment.
- Works with project management team to identify and mitigate safety risk during bidding process and throughout the project
- Evaluate Superintendents in regard to safety outcome of job using the Project Completion Review document. Determines appropriate course of action through training for Superintendents continued improvement.
- Conducts an investigation to determine root cause of why an accident happened (questions witnesses, inspects the accident scene and take pictures of any property damage). Once the officer determines the cause of the accident, he/she writes a report detailing the cause and provides recommendations that can help prevent future accidents.
- Implements initiatives to reduce and prevent accidents, occupational illnesses, and exposure to short or long-term hazards.
- Develops a systemic process to collect data and analyze the causes of accidents and generate required reporting.
- Conducts random inspection of projects to determine if there are any safety hazards. Also ensures proper use of personal protective equipment and adherence of company safety policies.
- Responsible for safety site visits and timely communication of project safety status and issues - to ensure the project team is up to speed and corrects safety risks at the job.

- As a safety cultural ambassador- represents DCC well with owners, architects, subcontractors and others involved in the field. Imparts Company's values, integrity and business acumen.
- Maintains safety quality control: review safety construction job site, note construction deficiencies to be handled. Assures safety quality control is on par to DCC's expectations
- Travels where needed to be in order to expand the business or resolve problems.
- Promotes safety awareness through internal company memoranda, newsletters and specific training programs.

**Safety/Legal/Compliance:**

- Reviews injury/illness and non-injury incident investigation reports and follows up as necessary.
- Collaborates with upper management for communication and implementation for an efficient, safety program, subcontractor insurance program fleet safety management, and participates in insurance renewal.
- Ensures completion and compliance of the injury logs required by OSHA, OSHA 300 & 3001 forms.
- Reviews safety committee meeting minutes and safety inspection reports and follows up as necessary.
- In the case of lawsuits, represents company in safety legal matters, provides all data needed and work with attorney as required
- Develops and implements safety policies to reduce accident-related costs and prevent losses due to a decline in productivity and minimize risk exposure.
- Reviews standards, implements plans to meet OSHA and state occupational safety agencies standards and following all record-keeping requirements.
- Understands and complies with OSHA standards and other federal and state occupational safety and health regulations and monitors regulatory changes as they occur.
- Evaluates safety - ensures that required safety standards are complied with by management, office personnel as well all Superintendents, Project Managers and Subcontractors.

**Human Resources:**

- Supervises, trains, counsels and disciplines Superintendents and corporate personnel for safety matters.
- Works closely with human resources to ensure compliance for workers comp cases.
- Monitors lost-time injuries/illnesses and worker's compensation claims and advise on restricted duty or job transfer.
- The CSM may also be tasked with coming up with disciplinary actions for employees when they are not adhering to safety guidelines. As well as incentives to develop safety behaviors

**Training:**

- Evaluates superintendents in regard to outcome of job using the Project Completion Review document. Determines and implements appropriate course of action through training.
- Identifies company safety training needs and develops or identify content to implement to all office personnel or field as required by OSHA and create a better safety record.
- Solicits feedback from workers and use that feedback to improve existing programs or create new ones.

**Physical Requirements:**

- Position requires walking outdoor on rough/uneven terrain, frequent pushing/pulling/carrying of equipment/objects/debris of varying and often awkward sizes, shapes and weights, including bending, lifting, pushing, pulling and climbing on the job site.
- Air travel and driving are required.
- Standing and walking for extended periods. Climbing multiple flights of stairs and ladders repeatedly.
- Position requires performing sedentary work that involves sitting most of the time 8 hours or more preparing and analyzing reports while viewing computer screen.
- Occasionally lifts up to 50 pounds.

**Work Environment:**

- Work is performed in a construction environment with an up to 30% travel requirement.
- Incumbent is subject to all weather conditions, fumes and noise from construction equipment; slippery, uneven surfaces, and may have to climb ladders, bend and stoop to ensure quality workmanship is performed.
- Exposure to the elements including heat and cold and dust conditions.

**Intangible:**

- Commitment to excellence, company goals and expectations.
- Understands the scope, requirements and challenges of this position, in line with company goals and expectations.
- Superintendents feel supported, encouraged and challenged through your management.
- Clients feel connected, aware and trust DCC's capabilities to complete tasks/jobs, always giving your best effort.

I have read and understand the functions outlined in this description for Field Operations Manager. I understand these duties can be modified, changed or deleted at any time by management, with or without prior notification. I am able to perform these functions, with or without reasonable accommodation.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_