

Tonn and Blank Construction Job Description – Director of Safety

Classification: Exempt, Full Time

Supervisor: Vice President of Field Operations

Overview

This job description is a general outline of the responsibilities for the position. The goal is to assist in defining the job description of the Director of Safety through the outline of his/her duties, authorities, and responsibilities. This position reports to the Vice President of Field Operations.

The Director of Safety is responsible for reducing employee injuries and incident rates; fostering compliance with OSHA safety regulations; implementing and improving the Company's Safety Program; and improving job site safety by implementing and coordinating effective safety trainings, inspections, and health programs that eliminate hazards and foster the company's safety culture.

The Director of Safety shall work with the Project Managers, Field Personnel and Owners to ensure that the company resources are managed and coordinated in an efficient and professional manner on all projects in order to deliver the projects safely, with the utmost quality, within budget and on schedule.

Understanding of the construction and the construction process is a key to the success of this position. Strong interpersonal skills are required. Individual must have acute skill in solving conflicts and crisis management.

Tonn and Blank Construction maintains an open-door policy and requires a teamwork approach with a sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

Experience/Education/Requirements

- 5+ years of applicable construction safety experience
- Bachelor Degree in Construction Related Field from an accredited institution of higher learning is preferred.
- Successful drug, alcohol, MVR, and background checks
- Possess OSHA 500 certification
- Certified Safety Professional (CSP) designation preferred
- Willing to accept responsibility to acquire specialized training

Skills and Personal Attributes:

Skills required:

- Extensive knowledge of the general construction industry
- Ability to identify, troubleshoot and resolve problems before they become major issues
- Ability to successfully negotiate with Owners, Project Managers, Superintendents, field employees, subcontractors, and suppliers
- Working knowledge of construction legal issues including contracts, safety standards, insurance claims and other related topics
- Knowledge of governmental ES&H standards, rules, regulations, and proficiency in applying them to construction projects
- Ability to develop business relationships and networking contacts to increase the company's presence in the business community that results in new business opportunities
- Ability to handle multiple tasks while maintaining attention to detail
- Ability to handle multiple projects at the same time
- Ability to meet deadlines
- Ability to work in stressful situations
- Ability to supervise Safety personnel
- Knowledge of Microsoft Office Applications
- Excellent verbal, written, communication and computer skills
- Ability to interact with Senior Management
- Must be able to communicate and support company policies and initiatives

Job Description Detail

Duties will include:

- Investigate accidents, incidents, and near misses within twenty-four (24) hours of notice.
- Analyze accidents, incidents, and near misses for root cause and preventive measures in the future
- Disseminate safety information to the Company, including necessary training in preventive actions
- Ensure all jobsites are inspected regularly, carefully, and documented
- Determine incident rates for company on a monthly basis
- Report to Safety Committee all accidents and their analysis
- Develop, maintain, and support company safety programs and initiatives
- Eliminate/reduce OSHA fines and citations
- Participate in continuing education courses related to safety
- Establish rules and programs designed to promote safety and make known to all employees the rules and programs established
- Assist in providing educational training designed to develop and maintain an effective safety program

- Provide educational training designed to develop and maintain an effective safety program
- Ensure that protective equipment for employees is available and utilized
- In the event of an accident resulting in death or injury, must timely notify relevant parties requiring such information. The Director of Safety shall personally investigate these accidents. Also “near miss” serious accidents, where death or serious injury was narrowly avoided, will be investigated by the Director of Safety
- Maintain all safety-related company records
- Understand and maintain accident information to analyze, determine cause, and develop safety measures or training to prevent reoccurrence. Analyze trends of injury types by craft and determine training and preplanning required at the jobsite
- Participate in or designate a representative to participate in the job pre-planning meeting to establish safety plans for all new jobs
- Represent the Company in all dealings and matters with OSHA
- Maintain current OSHA 500 training certification and receive necessary training needed to perform duties of Director of Safety
- Enforce company policy and standards as set forth in the Safety Program
- Attend all required company meetings
- Conduct periodic reviews of companywide compliance
- Verify company requirements are specified to subcontractors and vendors
- Participate in or designate a representative for regular site visits to review jobsites safety and perform inspections
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Maintain confidentiality of company and owner information
- Other tasks as assigned

Measures of Performance

The Director of Safety shall be deemed to be performing in an acceptable manner when the following are accomplished:

- All sites are working in compliance of the Company Safety Policies
- All safety documentation is accurate, complete, timely and current
- Accidents and incidents are below the national averages for our industry
- Near misses are investigated and root cause and preventative measures are communicated company wide in a timely manner
- Company safety performance and culture continually improves
- Director complies with all Tonn and Blank policies and procedures