



POSITION DESCRIPTION

POSITION TITLE: Safety Manager

REPORTS TO: Operations Director

COMPENSATION: Salary + Bonus

Position Summary: Responsible for all the Safety and training for Pressure Point Roofing. Will develop and continually update all safety processes needed to keep all employee's safe and adhere to OSHA requirements. Will continually be trained and will train the safety committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Implements and administers corporate policies and guidelines.**
- **Monitors safety requirements established by OSHA for all types of work the business engages in.**
- **Maintains a positive image with the clients and the public.**
- **Heads the safety committee and keeps the committee trained and active in the business to continually increase safety.**
- **Tours and inspects small to mid-size job sites independently to ensure compliance with company, state and federal Occupational Safety and Health Administration (OSHA) rules and regulations. Reports concerns to safety management. Ensures health and safety standards are met by coordinating, promoting, and conducting various programs and activities related to the safety management system.**
- **Documents safety inspections, citing dangerous areas/procedures and recommending corrective procedures. Provides recommendations for correcting non-compliance issues. Ensures cited issues are corrected within designated timeframe.**
- **Maintains all site required documentation related to safety issues, including accident reports, inspection reports and training logs. Reviews daily job hazard logs and takes action as required.**
- **Provides emergency response to employees as needed. Participates in and documents information for the investigation of accidents and injuries and submits data to regulatory agencies as required.**
- **Participates in ad-hoc safety projects.**
- **All OSHA record keeping / OSHA 300 log reporting**

QUALIFICATIONS:

- **Excellent verbal and written communication skills**
- **Excellent problem-solving skills**
- **Certifications in CPR and First Aid required. Being an Instructor is preferred.**

PRESSUREPOINT

R O O F I N G

- Preferred 5+ years experience in safety coordination and management
- Preferred 4+ years experience in construction industry
- Thorough understanding of construction methods and associated hazards
- American Society of Safety Professional (ASSP) Member
- Experience with claims and workers compensation management.
- Understanding of Oregon OSHA rules and strategies to prevent violations.
- Understanding of other federal and state health and safety regulations
- Competent person - Trained in fall protection training, inspection, system design and set-up.
- Ability to inspect, setup and climb a ladder, wear fall protection, inspect jobsites typically at elevation.
- Ability to assess safety and health training needs and deliver training that will develop the safety culture.
- Ability to analyze loss trends and implement safety controls that will produce measurable results.
- Ability to conduct risk assessment of various tasks and develop systems, programs, and controls to reduce risk of loss.
- Current drivers license with good driving record.

PHYSICAL DEMANDS:

- Standing, walking, sitting (both office and driving), talking/listening.
- Lifting varying weights, 25-75lbs.
- Ability to travel and stay overnight if needed.

WORK ENVIRONMENT:

- Standard office noise, some equipment noise on the job ie: blowers, saws, roofing nail guns, compressors, etc.

SALARY:

- Annual pay of up to \$65k (gross pay) DPE plus goal driven bonus.
- Health benefits for employee only (employee responsible for 20% of cost)
- 40hrs PTO time after 90 days of employment with the company. 1 additional week of paid vacation after 5yrs of employment with the company plus another week after 10yrs.
- 401k with matching (up to 4%) after 1yr of employment with the company

PRESSUREPOINT

R O O F I N G

These duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change. This job description supersedes any previous versions.

I have read and understand this document.

Employee Signature

Date

Owner Signature

Date