



## **Safety Coordinator ~ Job Summary**

Powell Construction Company specializes in design-build projects involving structural steel and mechanical installations. Powell is headquartered in Johnson City, Tennessee. Powell's highly skilled staff of professional millwrights, ironworkers, welders, pipefitters, and carpenters, supported by a modern fleet of cranes with capacities up to 365 tons, brings its customers the latest technology and superior workmanship.

Powell Construction Company is seeking a detail-oriented and organized Safety Coordinator to join our growing team at our **jobsite located in Berry, Alabama**. This role will be responsible for daily safety and health tasks required to support Construction activities. The Safety Coordinator is to aid in providing direction and the development of overall health and safety programs for the purpose of managing risk with personal injury and property damage incidents. This position serves as a liaison between PCC, the clients, and state/federal enforcement personnel on all safety and health matters. The Safety Coordinator will report to the Director of Operations.

### **Duties and Responsibilities:**

- Manage, Coordinate, Perform Employee Safety Training
- Provide assistance to the Director of Operations and Human Resources Manager with hiring new employees.
- Perform all related duties as assigned by Director of Operations.
- To monitor safety, health and compliance of Subcontractors utilized by the company.
- Perform jobsite safety audits.
- Conduct risk assessments to minimize workplace accidents or health hazards.
- Work with site managers (Supt and foremen) to ensure proper safety engagements are being conducted. Develop, produce, and follow up with best practices to provide site management with continuous improvement options.
- Prepare monthly/annual company safety reports.
- Collaborate with management to implement safety protocol budgets.
- Maintain and assist to ensure that proper MSHA Part 46 and 48 training is kept current. Participate in the annual review of MSHA Part 46 and 48 training plans and ensure compliance with MSHA & OSHA regulations.
- Track and provide maintenance of all certifications, qualifications, and approved programs to assure availability of qualified/certified persons to perform work in a safe and efficient manner.
- Perform accident investigations, root cause analysis, lessons learned, and remedial measures to prevent reoccurrence.
- Aid in administration of controlled substance and alcohol testing program

### **Requirements and Qualifications:**

- 2 or more Years Experience in the Construction Field including, but not limited to:
  - Heavy industrial structural and/or mechanical installations (preferred, not required)
  - General onsite construction knowledge such as: Rigging, Equipment/Crane Operation, Material Handling, Excavation, Working at Heights/Tie-off Requirements.
- Bi-Lingual in English and Spanish preferred, but Spanish not required.
- Knowledge of MSHA and OSHA safety regulations
- Strong communication and teamwork skills



- Must be willing to travel

### **Salary Range**

- TBD based on experience and qualifications
- Per Diem – if requirements are met
- Discretionary Performance Bonus

### **Company Benefits**

- Paid Vacation & Holiday Pay
- SIMPLE IRA
- **Insurance:**
  - Medical, Dental & Vision
  - Short-Term & Long-Term Disability
  - Basic Life, Voluntary Term Life and AD&D

### **Preferred Technical Skills:**

MS Office – Excel, Word, PowerPoint

### **Why You Should Apply**

Powell Construction Company is known by our customers as the design build contractor they can trust to get the job done right. We have made our mark in industry by meeting aggressive scheduling while providing a high-quality product. We strive to recognize and reward the individual contributions of our employees & offer a competitive compensation package.

### **How to Apply**

Please submit a detailed resume to: [careers@powelljc.com](mailto:careers@powelljc.com) or call 423-282-0111.

## **Safety Coordinator ~ Job Description**

**Reports To: Director of Operations**

**Location: Berry, Alabama**

### **Scope and General-Purpose Overview:**

The Safety Coordinator position is required to collaborate with on-site individuals. He/She is responsible for daily safety and health tasks required to support the Construction division.

The Safety Coordinator is to provide direction and development of overall health and safety programs for the purpose of managing risk with personal injury and property damage incidents. This position serves as a liaison between PCC, the clients, and state/federal enforcement personnel on all safety and health matters. Major duties include coordination of activities relative to site safety audits, accident prevention techniques, employee safety and health training, accident investigation and follow-up, and general health and safety compliance.

### **Authority Limitations**

- Position does not have the authority to share information to the media without the approval of Human Resource Manager, Director of Operations, or President.
- Does not have the authority to make purchases without approval other than those necessary to meet immediate safety needs.
- Makes recommendations to the appropriate division manager relative to disciplinary action involving discharge, but does not have the authority to take discharge actions.

### **Primary Responsibilities**

To establish, manage, and monitor standards, processes, communications, training, and systems to ensure:

- The development of health, safety and training programs and policies designed to minimize health, safety, and compliance risks and to establish adequate accident prevention techniques to prevent personal injury and property damage or loss.
- The establishment of goals relative to health and safety performance: tracking progress and generating documentation of health and safety records for communication to appropriate parties.
- Obtain, Track, and keep current on all certifications, qualifications, and approved programs to assure availability of qualified/certified persons to perform work in a safe and efficient manner.
- Ensure safety audits (PCC and Subcontractors) are being conducted on a frequent basis to promote safe work habits and monitor compliance with all applicable laws and company policy.
- To disseminate information regarding health and safety to employees and management to ensure proper communication across the company.
- Participate in developing department goals, objectives, and systems.
- Ensures compliance with safety policies and procedures, especially those specific to the current jobsite.
- Assist in the identification, analysis, and control of occupational hazards requiring the application of hazard resolution.
- Maintain OSHA and MSHA logs (where applicable) and complete appropriate reporting.

- Schedule and lead new hire safety orientation for all operation hourly employees.
- Work with site managers (Supt and foremen) to ensure proper safety engagements are being conducted. Develop, produce, and follow up with best practices to provide site management with continuous improvement options.
- Assist in the development of annual refresher training and participate in the training process.
- Maintain and assist to ensure that proper MSHA Part 46 and 48 training is kept current. Participate in the annual review of MSHA Part 46 and 48 training plans and ensure compliance with MSHA & OSHA regulations.
- Provide onsite & corporate leadership a weekly update on safety assessments, engagements, observations, and near misses including follow-up on all open action items.
- Complete all required documentation on observations, near misses, and incidents for all assigned locations. Develop and implement best practices to prevent similar incidents.
- Perform all related duties as assigned by Director of Operations.
- To monitor safety, health and compliance of Subcontractors utilized by the company.
- To provide assistance to the human resource function on an as needed basis (at the discretion of the Human Resources Manager).
- Assist with safety concerns, process implementation and questions.
- Engages employees at all levels of the organization.

### **Qualification Requirements**

- **General:** This position is an entry-level job in the Construction Safety Field. To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
  - **Education and Experience**
    - 2 or more years of General Onsite Construction knowledge such as: Rigging, Equipment operation, Crane Operations, material handling, excavations, tie-off requirements.
    - An undergraduate degree in Occupational Health and Safety or related equivalent is preferred, not required.
    - Knowledge of construction safety/current Federal MSHA and OSHA requirements is required.
    - Valid driver's license and satisfactory driving record.
    - Ability to converse in basic Spanish – preferred, not required.
    - Certification as a Safety Professional – preferred, not required
    - MSHA / OSHA 30 Const / GI Certifications – preferred, not required
    - Strong knowledge of MSHA Part - 46, 48 regulations
    - A committed focus of ZERO regarding accidents and injuries.

### **Knowledge, Skills Abilities**

- Must be proficient in Microsoft Office, Power Point, and computer database functions
- Possess excellent written and verbal communication skills

- Strong presentation skills for formal meetings and training
- Patient, flexible, adaptable, and resilient
- Ability to share knowledge with colleagues
- Must be highly organized and capable of handling multiple tasks simultaneously
- Strong follow-up skills and attention to detail

### **Physical Requirements and Working Conditions**

The following physical demands are representative of those that must be met by a Safety Coordinator to successfully perform the essential functions of this job.

- Must have the ability to carry out duties in varying work conditions - heat, cold, wet or dry and various elements in the workplace (i.e., safe/allowable exposure to dust, gravel, sand, diesel exhaust).
- Regularly required to sit and/or stand during regular work shift of at least Ten (10) hours per day.
- Employee is occasionally required to stoop, bend, crouch, climb stairs and catwalks, and they must have the ability to drive long distances when required.
- Ability to lift and carry up 50 pounds from ground to waist.
- Visual acuity, speech and hearing, hand and eye coordination, manual dexterity, repetitive motion.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Continuous mental attention required to complete tasks in an efficient manner.

### **Fixed Requirements**

- Must be able to pass a pre-employment physical.
- Must be able to pass a drug and alcohol test.
- Willingness to work in diverse workplace.
- Must be able to travel to different work locations with some overnight.

### **Company Benefits**

- Medical and Vision Insurance
- Dental Insurance
- Basic Life and AD&D Insurance
- Short Term Disability
- Voluntary Term Life
- Long Term Disability
- Paid Vacation & Holiday Pay
- SIMPLE IRA Retirement Plan