



JOB DESCRIPTION

POSITION TITLE: **Site Safety & Health Officer** DEPARTMENT: **Operations**
LOCATION: Lake Isabella REPORTS TO: Corporate Safety Officer
STATUS: Salaried, Exempt PREPARED DATE: February 12, 2018

General Purpose:

The Site Safety Officer is responsible for the administration and management of the company's safety and environmental programs at the project site.

Essential Duties and Responsibilities:

The Site Safety Officer is responsible for the success of the safety and environmental programs of Straub Construction, Inc. Success will be measured based on specific goals as established by the Corporate Safety Director in conjunction with the Site Safety Officer. The goals will relate to the vital elements of the company including Safety, Profit, and Customer Satisfaction. The value of the Site Safety Officer is determined through his/her abilities to communicate, plan, organize, control, and lead.

- **Safety:** The Site Safety Officer must provide the leadership and resources to ensure that their project can provide a safe work environment. The expectation on each project is no loss time accidents and an "outstanding" evaluation from our customer as it relates to safety. Specifically, the Site Safety Officer shall ensure a safe work environment by conducting on-site safety and environmental inspections, reporting on findings, and follow-up relating to the correction of deficiencies. Evaluate the safety training of all employees and provide opportunities to increase the knowledge and abilities of all employees as it relates to safety and environmental education. Ensure that the appropriate employees have current CPR and 1st Aid certificates. Review and implement the safety and environmental requirements as specified at each unique project. Evaluate and follow-up with training, corrections, and disciplinary action as necessary for each repeat violation of safety or environmental requirements, accidents, and near misses. Maintain a safety program and plan that addressed the current rules and regulations. Evaluate and ensure SWPPP compliance at their projects. Collaborate with other team members such as Superintendents, Project Managers, General Superintendents, Area Managers, etc to prevent accidents and to resolve issues quickly when they do arise.
- **Profit:** It is the responsibility of the Site Safety Officer to improve the profit of projects by implementing innovative programs that ensure safety and increase production. The SSHO must be able to evaluate the needs of their specific projects and report accurate estimates to the Project Manager of the costs involved with implementing programs.
- **Customer Satisfaction:** The goal for each project is an "Outstanding" evaluation from the customer at its completion. The Site Safety Officer is expected to develop relationships with the customer to ensure outstanding performance as it relates to safety. The Safety Director, maintaining the company values, shall exercise good communication and coaching with site personnel as it relates to the customer satisfaction goal.
- **Planning:** The Safety Director shall participate in evaluating future definable features of work and make recommendations relating to safety and environmental requirements.
- **Controlling:** The Site Safety Officer shall work collaboratively with the Corporate Safety Director in establishing new procedures and maintaining a program to continually evaluate and improve on existing procedures. The performance of the Site Safety Officer shall be measured in a



means that can be clearly reported to the V.P. of Operations. The measurements must include Safety, Profit, and Customer Satisfaction.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Bachelor's Degree in Environmental Safety, Construction Engineering, Engineering, or other similar major.

Years of Experience: Minimum 3 years of Safety and/or Constructional Engineering experience, preferably working on \$1M plus types of projects.

- Analytical Ability - Evaluates situations and provides solutions quickly and accurately. Reviews procedures and processes for compliance and improvement.
- Action Orientation - Moves decision into action quickly.
- Articulate - Clearly communicates both verbally and in writing using language appropriate to the trade and situation.
- Motivating Others - Uses leadership and coaching to reach goals, encourage success, and provide constructive feedback.
- Managing Conflict - Actively searches for win/win solutions when confronted by conflict. Uses conflict as a growth tool. Uses all available resources in a collaborative effort to address conflict and provide solutions that are best for the involved parties.

Physical Demands:

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.

- Must be able to climb ladders and stairs
- Must be able to lift up to 50 pounds
- Must be able to travel frequently to job sites

Work Environment:

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

Generally, a good work environment. Work is performed indoors, typically in an air-conditioned room. Moderate noise level due to light traffic, computers, printers, fax/copy machines. Some travel required.