

Geeding Construction, Inc. Job Description

Position Title: Safety & Training Coordinator

Department: Safety & Training

Reports To: Director of Safety & Training

Supervises: N/A

PURPOSE OF POSITION:

The primary role of the Safety & Training Coordinator is to ensure all employees, subcontractors and vendors are working and behaving in the safest way possible. Additionally, the Safety & Training Coordinator is responsible for conducting training classes for the employees of Geeding Construction. This position also requires the gathering and checking of documented information to ensure compliancy.

ESSENTIAL FUNCTIONS:

- NCCER Administrator and Performance Craft Instructor
- Performs the duties and responsibilities of a Veriforce Evaluator
- Coordinate and present classes in all areas of safe working activities.
- Maintains the Viewpoint ERS to ensure employee's training courses are up to date
- Directs entity's safety programs to protect employees against harm, and maintain safe working conditions
- Formulates and suggests work safety standards, and enforces procedures. Risk prevention areas include hazardous materials exposure, accidents, fires, or other unsafe conditions
- Meets compliance and reporting requirements of federal or state regulations
- Advises management on problem correction
- Conduct safety and health walk-through inspections of all workplace facilities
- Conduct accident/injury investigations and illness exposure monitoring.
- Monitor and investigate "near-miss" situations
- Maintain required safety and health documents/files
- Develop Site Specific Safety Plans
- Assist in Annual Safety Initiatives

ADDITIONAL RESPONSIBILITIES:

- Train and teach hands on skills
- Gather information for standard operating procedure development
- Develop best practices and tools for project execution and management adherence
- Ability to travel 50% or more – dependent upon operational workload
- Performs other related duties as assigned
- Occasionally travel over weekends
- Conducts field safety audits to ensure that all employees are working in a safe manner
- Assist with drug and alcohol administrative testing procedures
- Maintain safety equipment

MINIMUM KNOWLEDGE & EXPERIENCE:

- Self-starter with a self-motivating attitude
- Strong interpersonal skills.
- Excellent communication skills both verbal and written
- Strong problem-solving skills

- Ability to work with a diverse group of individuals

PREFERRED QUALIFICATIONS:

- OSHA500 & 510 certified
- Certified to instruct First Aid / CPR courses
- Certified to instruct HAZWOPER courses
- Minimum 4 years of pipeline or related experience
- NCCER Accredited Proctor

This job description is intended to cover the major responsibilities of the job, however the incumbent may be asked to perform other duties. Incumbents will be evaluated in part based on their performance of the functions listed in this job description.