



## **SAFETY SPECIALIST JOB DESCRIPTION**

### **Position Summary**

Works within the Safety Department and through management, to drive accountability and ownership with Safety, Health and Environmental procedures and to assist teams in the achievement of safe operations.

### **Job Responsibilities include but are not limited to:**

- Assists with safety policies and procedures in compliance with local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT)
- Advises Safety Director on safety compliance concerns and preventative actions
- Schedules and assists with training for team members in work site safety practices
- Maintains safety files and records as directed
- Performs safety surveys and inspections of job sites, offices and warehouses, prepares written reports of findings and recommendations for corrective or preventive measures where indicated and follows up to ensure measures have been implemented
- Assist and maintain environmental reports including Storm water permits, SPCC etc.

### **Knowledge:**

- High school diploma is required
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals

### **Work Experience:**

- Minimum of 2 years of craft experience preferred
- Prefer experience in OSHA, MSHA, DOT and EPA regulatory requirements

### **Work Availability:**

- Must be able to travel overnight at least 30-50% of the time.
- Must maintain regular and acceptable attendance at such level as is determined by management
- Must be available and willing to work such weekends and holidays as the employer determines are necessary or desirable to meet its business needs
- Must be willing and able to respond after hours for occasional on call incident management



**Skills and Competencies:**

- Must be self-motivated and able to work on their own with limited supervision.
- Must be able to manage time and prioritize tasks efficiently
- Functional computer, communication, and training skills
- Detail oriented with excellent organization skills
- Proficient in working with Microsoft Office Products including Word and Excel
- Proficient in PDF creation
- Must have valid state driver's license and acceptable driving record

**Physical Requirements**

- 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.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear; climb stairs and/or ladders. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**ACKNOWLEDGEMENT:**

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_