**JOB DESCRIPTION – SAFETY DIRECTOR / ASSISTANT FIELD PERSONNEL COORDINATOR**

Pro Electric is an electrical contractor specializing in design, engineering, and installation service. Our Kansas City based company is proud to have served the Kansas and Missouri area since 1976.

We are currently seeking a full time Safety Director/ Assistant Field Personnel Coordinator to oversee company-wide safety, fleet and field personnel management needs for our workforce. This position’s primary role will be to plan, direct and coordinate all Health and Safety Programs for Pro Electric to provide safe conditions for all office and field employees. The Safety Director will have overall responsibility for promoting safety across all aspects of the business including work methods, training, tool use, vehicle use, and best safety practices overall.

**QUALIFICATIONS:**

Must have excellent computer skills and proficiency in Microsoft Office applications, such as Word, Excel, and Outlook with the ability to become proficient in other construction software applications. Strong ability to multi-task in a fast-paced environment and work on various duties efficiently. Excellent written and verbal communication skills a must.

**JOB TYPE:**

* Full-time Kansas City, Kansas Office Based

**RESPONSIBILITIES:**

* Provide clerical and administrative support to Field Superintendent and senior level management.
* Develop and maintain all safety policies of the company to include but not limited to CPR, First-Aid, PPE, Arc Flash training, Fall Prevention.
* Coordinate with vendors and sub-contractors to assure safety on Pro Electric projects and work sites inclusive of contract language, service level requirements, and appropriate insurance coverage.
* Plan, develop and implement/deliver Safety Meetings and programs, including tracking and management of non-compliant company employees.
* Review accident reports and collaborate with Human Resources in recommendations regarding employee actions and future risk mitigation.
* Maintain an up-to-date knowledge on all matters and regulations, whether Federal, State or industry, pertaining to the safety requirements of the company.
* Keep informed on all matters pertaining to Workers’ Compensation.
* Schedule and oversee quarterly inspections of PPE (Personal Protective Equipment) and tool inspections for employees in compliance with insurance carrier guidelines.
* Keep informed of all training programs offered by providers and the need for in-house training programs.
* Coordinate all activities for Safety Accreditation.
* Develop and continually update Emergency Response Plans.
* Develop and continually update the Spill Prevention Control and Countermeasure (SPCC) Plan, PCB (Polychlorinated Biphenyls) record keeping and MSDS (Material Safety Data Sheets).
* Assist Human Resources with insurance claim submissions for Workers’ Compensation, Auto, Property and Liability.
* Instruct and inform all employees of OSHA requirements/ regulations and National Safety Electrical Code.
* File reports to OSHA and any other necessary agencies.
* Travel to projects as needed for safety management duties.
* Other job-related duties as requested.

**EXPERIENCE and EDUCATION:**

* Bachelors in related area and 3 or more years of experience in safety management and safety employee management.
* Proficiency in use of computers and relevant software
* This is a new position, so an energetic self-starter would be appreciated.
* Excellent interpersonal skills with both internal and external customers of the company
* Preferably residing in or around the Kansas City Metro

**COMPENSATION:**

* Starting Salary Range $55K to $70K depending on qualifications and experience

**BENEFITS:**

We provide our employees an excellent benefit package including:

* Medical
* Dental
* Vision
* Long term disability
* 401K
* ESOP-employee stock ownership program.

**APPLICATION QUESTIONS:**

**How many years of relative experience do you have?**

**Briefly describe previous experience**