



Safety Department Administrator Job Description

FLSA Statue: Non-Exempt

Classification: Full time, regular

EEOC Category: Administrative Support

Division: Safety

Reports To: Safety Director

Working Hours: 6:00 AM – 2:30 PM, Monday- Friday

Pay Range: \$23-32/hr

Location: Corporate Office

Job Summary

Assist the Safety Director in duties related to the management and implementation of the Lancaster Burns Construction, Inc. safety program, providing research and analytical support on a variety of safety related issues. Assist the onboarding department with new hire orientation, paperwork, and trainings as needed.

Duties & Responsibilities

- Provide full administrative support to the Safety Department.
- Prepare related safety reports for review, participate in the implementation of approved recommendations, as required.
- Compile reports, track near misses, distribute weekly safety topics, trend analysis, assist with updating and distributing of SD's, prepare safety presentation material, correct, or report on safety report data discrepancies.
- May be required to participate in orientation programs and meetings as safety representative on administrative m Reviewing, checking, coding, invoices and related documentation, log weekly safety reports received from the Safety Coordinators and provide monthly reports to Director of Safety and Senior Executive team as needed.
- Schedule training sessions and provide reports on employee training status.
- File all paperwork, for training and record keeping ensuring compliance.
- Enters information into the computer to prepare correspondence, documents, copying, essentially doing all required clerical work for the safety team.
- New employee hire: Get safety equipment and set up employee file.
- Distribution and ordering of New Hire PPE: Safety Vests, Foreman Vests, Hard Hats.
- Tracking and monitoring of new hire safety equipment distributed to employees.
- Assists with updating IIPP and jobsite binders to ensure updated information is distributed to employee.
- Works independently and within a team on special nonrecurring and ongoing projects at the request of the Safety Director, which may include planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures.
- Types and designs general correspondences, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Assist the manager in the coordination, administration of safety meetings, orientations, and audits of the company safety programs.
- Coordinate reasonable suspicion and post-accident drug and/or alcohol tests for employees.

- Assist with coordinating light duty as required and track and coordinate all return to duty paperwork.
- Collaborate with management on training and compliance issues. Lead training as required.
- Conduct new hire safety orientations.
- Maintain safety statistics, tracking and reporting. Other record keeping responsibilities as assigned.
- Coordinate events as required.
- Assist other members of HR and Safety team as needed.
- Compile and complete orientation manuals
- And other duties as assigned.

Financial Responsibilities

There are no financial responsibilities for this position.

Supervisory Responsibilities

There are no supervisory responsibilities for this position.

Qualifications

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills and Abilities

- Must be able to effectively communicate with persons at all levels of the organization.
- Be organized and possess the ability to multi-task efficiently and accurately.
- Ability to type with speed and accuracy of 40 wph and advance knowledge of MS office products
- Background with construction or similar industry required

Knowledge:

- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national safety operations
- Working knowledge of OSHA rules and regulations required.

Competencies

- **Integrity** — Job requires being honest and ethical.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Problem Solving**- Ability to resolve difficult or complicated problems.

Education and/or Experience

- High School Diploma or equivalent required.
- 3-5 years of office administration required.
- 2 years of safety related experience preferred.
- Degree or certification in Safety related field preferred.
- Background with construction or similar industry required.

Travel Requirements

Travel is primarily during the business day and to our active jobsites, although some out-of-area and overnight travel may be required.

Physical Requirements

- Requires the ability to sit and work at a computer for long periods of time as expected in most office related positions.
- Must be able to navigate active jobsites. This includes being able to safely walk stairs, scaffold, and uneven ground, as well as duck and maneuver around obstacles.

Acknowledgments:

I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that LB Construction, Inc. retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here: (If none, so state):

I certify that I am fully capable of completing all of the responsibilities documented herein with or without accommodation, and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers. If I require an accommodation, I have notified the Company of my need for an accommodation.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the Company is “at will,” for an unspecified duration, and may be terminated at any time by me or the Company as specified by Section 2922 of the California Labor Code.

Employee signature

Date

Supervisor

Date