

# Field Safety Manager

## Monterey Mechanical:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 75 years of continuous service, we are passionate about providing our employees opportunity for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

## We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary

## Position Summary:

Supervised by Safety Director Division Manager; coordinates all entities of the company's safety program by performing the following duties.

## Responsibilities:

- Reviews, revises, and maintains the Injury and Illness Prevention Program manual; and distributes or clarifies information with key managers or supervisory staff.
- Coordinate's safety training of employees related to use of forklifts, carry-deck cranes, boom type cranes, respiratory, fall, or hearing protection, and other safety related topics to include orientation.
- Coordinates the company's safety program with managers and other supervisory staff to raise awareness and maintain safe working conditions in the workplace.
- Reviews and assesses safety related materials based on needs of jobs ensuring material is ordered in a timely manner.
- Performs safety audits in cooperation with division and project managers, superintendents, and/or foremen; compiles and communicates results to supervisory staff; and responds to inquiries regarding the inspections or audits.
- Performs follow-up visits to job sites to verify the improvement of safety conditions.

- Assists project managers and supervisory staff with specific safety plans that identify strategies to increase safe practices on the job sites to include emergency action plans, evacuation plans, and locations of clinics/hospitals.
- Compiles and analyzes results from accident/injury reports; summarizes information for reports to key managers and/or insurance and medical agencies; follows up with individuals regarding application for workers compensation, insurance, and medical treatment; and participates in accident investigations, as needed.
- Serves as a liaison to Cal/OSHA and other regulatory agencies; maintains an OSHA 200 report of information.
- Serves as a liaison for company vehicle accident incidents and follows-up with necessary paperwork.
- Gathers and maintains safety statistic reports and files, and distributes to appropriate individuals, key managers, and supervisory staff as needed.
- Performs other duties as assigned.

**Qualifications:**

- Certified Health and Safety Technician
- Minimum of three years of experience and/or training in safety operations related to the construction industry.
- Knowledge of current OSHA guidelines and regulations, and safety policies and procedures related to the construction industry.
- Ability to compile, analyze, and disseminate information related to industrial safety.
- Ability to establish and maintain cooperative and on-going relations among managers, supervisory staff, employees, and representatives from business agencies.

**Physical Requirements:**

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

- Persons performing service in this position will exert 25 pounds of force or more frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves sitting, standing, walking, kneeling, bending, and climbing for a varied amount of time.
- Approximately 80 % of time is to be spent in the field (Project Level) and 20% administrative. Able to independently schedule time to ensure all projects are visited and audited as determined by Safety Director

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.