

NDC JOB DESCRIPTION

Position Title: Safety Director

Position Summary

The Safety Director will develop, coordinate, and implement occupational health policies and procedures to promote and ensure effective safety operations in the organization.

Supervisory Responsibilities:

Ensures that clerical staff maintain the OSHA safety log and other administrative requirements related to safety operations and regulations.

Duties/ Responsibilities:

- Collaborates with management to develop, prepare, and implement safety policies and procedures.
- Ensures compliance with federal, state, and local safety laws, regulations, codes, and rules.
- Ensures completion of required OSHA recordkeeping and reporting.
- Provides technical and administrative support to the safety committee.
- Stops operations and activities that could harm employees or equipment.
- Identifies opportunities to minimize workplace injuries, accidents, and health problems.
- Conducts employee training on applicable safety standards.
- Reviews safety training and recommends revisions, improvements, and updates.
- Conducts safety inspections and audits to assess employee compliance with safety regulations.
- Reviews accident and incident reports.
- Performs other related duties as assigned.
- Required Skills/Abilities:
 - Extensive knowledge of current company safety policies and applicable Occupational Safety and Health Administration (OSHA) standards.
 - Excellent written and verbal communication skills.
 - Ability to conduct training.
 - Excellent organizational skills and attention to detail.
 - Strong supervisory and leadership skills.
 - Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in health and safety, Safety Engineering, Environmental Health, or related field required.
- At least five years of occupational health and safety experience in an industrial environment required.

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:

- Ability to travel throughout facility as required to conduct safety inspections.
- This position may involve work at a construction and/or land development site where duties will be performed both indoors and outdoors.
- The employee is often required to stand and walk; climb, balance; stoop, kneel, and crouch to regularly inspect job sites.
- The employee must occasionally lift and/or move up to 50 pounds
- and may be required to sit for hours during meetings and/or to process their paperwork etc.
- Prolonged periods sitting at a desk and working on a computer and during meetings and/or to process paperwork, etc.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits

401(k) matching

Dental insurance

Health insurance

Paid time off

Vision insurance

Equal Employment Opportunity Employer

EEO/M/F/H/V. All qualified applicants will receive consideration without regard to race, age, color, sex (including pregnancy), religion, national origin, disability, sexual orientation, gender identity, marital status, military status, genetic information, or any other status protected by applicable laws or regulations.