

# HENDRICKSON TRANSPORTATION, LLC

## Job Description Form



Division/Department	Safety
Location	2762 310 <sup>th</sup> Street, Hamburg, Iowa
Job Title	Site Safety Health Officer
Reports to	<i>Title</i> Safety Manager and Project Manager

Level/Grade: Third Level	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40+ / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt Hours are defined with scope of work and may include up to 12 hour shifts, seven days a week.
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### GENERAL DESCRIPTION

The Site Safety and Health Officer is responsible for the project implementation of the Hendrickson Safety System on projects including the preparation of the project Accident Prevention Plan, its implementation, and conformance to its requirements.

#### SITE SAFETY AND HEALTH OFFICER SAFETY RESPONSIBILITIES

The Project Site Safety and Health Officer is responsible for ensuring the overall effectiveness of the Safety System for a specific project. Regardless of other duties, the Site Safety and Health Officer is responsible to:

- Conduct mishap investigations and complete required reports. Maintain the OSHA Form 300 and Daily Production reports for prime and sub-contractors.
- Maintain applicable safety reference material on the job site.
- Attend the pre-construction conference, pre-work meetings including preparatory inspection meeting, and periodic in-progress meetings.
- Implement and enforce accepted APPS and AHAs.
- Maintain a safety and health deficiency tracking system that monitors outstanding deficiencies until resolution.
- Post a list of unresolved safety and health deficiencies on the safety bulletin board.
- Ensure sub-contractor compliance with safety and health requirements.
- Fully implement all provisions of the Hendrickson Safety System and related documents.
- Manage the operation of the Hendrickson Safety System
- Implement and manage all phases of safety control
- Ensure company-wide effectiveness of the Safety System
- Ensure that the Safety System is established and implemented by persons doing work that impacts safety
- Ensure company-wide conformance to Safety System requirements
- Act as Hendrickson liaison with parties outside the company on matters relating to safety
- Report to senior management on performance of the Safety System, including needed improvements
- Review and approval of all Safety System documents
- Review and approval of all Safety System records
- Review and approve of safety-related contract submittals
- Manage all project inspection and safety control activities
- Identify existing and predictable hazards

The Site Safety and Health Officer has the authority to:

- Stop work when continuing work may adversely affect safety or cover up a defect
- Prevent the use of materials that may adversely affect safety or cover up a defect
- To direct the removal and replacement of any non-conforming work or material by Hendrickson, any subcontractor, or any supplier.
- Suspend work and/or supply of materials by any staff member, subcontractor personnel, or supplier as deemed necessary to assure safety results.

## JOB REQUIREMENTS

- Outstanding verbal, organizational and written skills
  - Experience working with staff on all levels
  - Knowledge of finances and invoicing
  - Demonstrates experience of ethical leadership
  - Microsoft office knowledge/working knowledge of IT and business infrastructure
  - Knowledge of scheduling and logistical coordination
  - Strong abilities to understand new issues quickly and make wise decisions
  - Proven negotiation skills
  - Ability to inspire confidence and create trust
  - Ability to work under pressure, plan personal workload effectively and delegate
  - Demonstrate competency in strategic planning and business development
  - Aptitude in decision-making and problem-solving
  - Knowledge of arithmetic
  - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
  - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
  - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed
  - Determining the kind of tools and equipment needed to do a job
  - Determining how money will be spent to get the work done, and accounting for these expenditures
  - Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs
  - Requires telephone conversations, use of electronic mail, writing letters and memos, face-to-face discussions with individuals or teams, and eye contact with others
  - Requires dealing with unpleasant, angry, or discourteous people and conflict situations
  - Requires making decisions that impact the results of co-workers, clients or the company, and/or the image and reputation of the organization
  - Requires being exact or highly accurate
  - Requires meeting strict deadlines
  - Requires work with others in a group or team
  - Requires responsibility for work outcomes and results
  - Requires responsibility for the health and safety of others
  - Requires job tasks performed in close proximity with others and indoors in environmentally controlled conditions.
  - Requires working in a closed vehicle or equipment
  - Requires working outdoors, exposed to all weather conditions
  - Requires working indoors in non-controlled environmental conditions
  - Requires working indoors in environmentally controlled conditions
  - Includes exposure to sounds and noise levels that are distracting or uncomfortable
  - Requires working in very hot (above 90 F degrees) or very cold (below 32 F degrees) temperatures
  - Requires working in extremely bright or inadequate lighting conditions
  - Includes exposure to contaminants
  - Requires exposure to hazardous conditions
  - Requires exposure to high places
  - Requires exposure to hazardous equipment
  - Requires wearing common protective or safety equipment
- Physical Requirements:**
- Ability to sit for extended time periods
  - Ability to stand in an upright position for extended time periods
  - Ability to respond quickly to sounds
  - Ability to lift heavy objects
  - Ability to move safely over uneven terrain or in confined space
  - Ability to carrying, grasp, reach for objects
  - Repetitive motion, wrists, hands and fingers ~ Ability to push or pull objects

## WORK EXPERIENCE REQUIREMENTS

- Five years of experience working in the field of safety and/or security on USACE and/or federal contracts
- Five years of experience working in administrative operations in the field of safety and/or security on USACE and/or federal contracts
- Expertise working with project related software and applications, e.g. Microsoft Office 365 Suite

## EDUCATION & CERTIFICATION REQUIREMENTS

- High school diploma or GED
- BA Degree preferred, but not required if experience requirements are met
- OSHA 30 hour Construction Certification
- OSHA Trainer Certification preferred
- EM385 1.1 Preferred
- First Aid/CPR Required
- Proof of 8 hrs. of continuing safety education for 5 previous consecutive years

## PROMOTION PATHWAY

- Safety Manager
- QC Manager
- Project Manager
- Chief Operations Officer

REVIEWED BY \_\_\_\_\_ *Title*

APPROVED BY \_\_\_\_\_ *Title*

DATE POSTED

DATE HIRED