Job Description

Title: Safety Director (Council Bluffs) (Salary / Exempt)

Normal Hours: 7:00AM to 4:00PM Monday-Friday or as necessary

Name: 

Reports to: Chief Support Officer

Start Date: 

Direct Reports: None

Job Overview:
The Safety Director is responsible for conducting a wide range of activities in support of Rasmussen Mechanical Services (RMS) Company goals. The Safety Director will facilitate the proper handling of any safety related issues, services, and/or functions for RMS. The Safety Director will be the primary company representative for all safety related items among RMS employees, customers, subcontractors, third party auditors, and government entities.

Responsibilities:

- Promote a company culture of safe work practices.
- Direct and further develop the company behavioral based safety program to drive our injury rate to 0.
- Manage the company safety program.
- Manage and assist employees in the event of an incident.
- Investigate the root cause, and recommend remediation of all serious incidents or near misses.
- Conduct and/or organize material for monthly safety meetings at all RMS facilities. Include proper documentation of monthly safety meeting topics and attendees for compliance with government entities, customers, and third parties.
- Maintain all RMS OSHA logs.
- Maintain records of all employees with OSHA certifications and renewal dates. In addition, it may be required to become certified to instruct the 10 Hour OSHA course.
- Coordinate with RMS insurance carrier(s) on loss-prevention, accident investigations, understanding of Company Mod rate, and anything else that may or may not involve insurance claims and interaction with such service suppliers. An education and awareness to maintain a Company Mod Rate below 1.0 will be essential. Jobsite visits throughout the RMS service area will be required.
- Maintain or acquire a CPR Trainer Certification and conduct periodic certification training courses for RMS employees.
- Initiate membership and involvement within the National Safety Council. The safety director will be the primary company representative within this safety organization.
- Attendance at RMS monthly meetings will be a requirement of the position.
- Facilitate or conduct the required new employee safety orientation for all new hires.
- Coordinate, communicate, and take an active lead role as the company representative for customer safety requirements, including but not limited to; attendance at required meetings, documentation filing, scheduling of mandatory safety events, annual reporting, drug testing, etc.
- Travel independently or with others, to customer sites and RMS locations to achieve company goals. Overnight travel is estimated at 10-30%.
- Perform other duties as assigned by RMS Management Team.
Education/Qualifications:

- CSP, ASP, or SMS preferred. CHST or equivalent experience required.
- OSHA and MSHA Instructor Certificate or the ability to obtain.
- Certified Instructional Trainer or equivalent experience.
- Other professional and industry-specific certifications and licenses.

Experience:

- Minimum five (5) years of documentable occupational health and safety knowledge, experience, and implementation and program management successes.

Skills:

- Excellent oral and written communication skills.
- Ability to expand knowledge base to include potential safety issues and hazards faced by all RMS divisions.
- Self-motivated, extraverted, tactful, organized, results and goal-oriented professional.
- Computer literate with good work knowledge of office products, equipment, and procedures.
- Ability to organize, prioritize, utilize time wisely, and delegate when need be to facilitate multiple positions and responsibilities within the Company.
- Ability to communicate well with others in the mechanical services industry and with all interactions regarding RMS Safety programs, procedures, and organization.

Physical & Mental Requirements:

- Must be able to lift 25-30 lbs. Must be able to climb ladders and inspect job sites. Must be able to sit for long periods of time and operate business equipment.
- Must be able to read / hear / write / spell / type and speak English clearly. Must be able to understand and follow written instructions, communicate effectively orally and written, and must be able to listen effectively.
- Must possess prioritizing / organizational / multitasking and stress management skills.
- Must possess a valid driver’s license.
- Must pass pre-employment drug screen.

THE ABOVE STATEMENTS ARE INTENDED TO BE A SUMMARY OF THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY PEOPLE ASSIGNED TO THIS CLASSIFICATION. THIS IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE OR COMPREHENSIVE LIST OF ALL POSSIBLE JOB RESPONSIBILITIES, TASKS, AND/OR DUTIES PERFORMED.