



**POSITION SUMMARY**

Plans, coordinates, manages and directs company safety programs and training to ensure compliance with local, state and federal safety regulations and to preserve worker health and safety. Monitors worker compliance, accident statistics and implements corrections as needed

**WORKING CONDITIONS**

General office and sedentary, requiring extended periods of time at a keyboard or workstation. Ability to exert a moderate degree of physical effort including balancing, standing, walking and the assisted lifting of objects and materials up to 50 pounds. Ability to work in confined spaces and high areas with electrical hazards. Ability to work in confined spaces including, but not limited to: generators, transformers, breakers, tanks, wire vaults, scrubber modules, boiler, precipitator, vessels, etc. Ability to work in areas of excessive height including, but not limited to 400-foot stack, 100-foot ball field lights, support structure beams, switchyard structures, manlifts, scrubber module structures, boiler structures, precipitator structures, vessel structures, etc. and to climb into those locations with the necessary tools and safety equipment. Ability to perceive and discriminate sounds and depths. Exposure to adverse environmental conditions, such as dirt, dust, odors, humidity, temperature and noise extremes, wetness and vibrations. Specific vision abilities include close vision and distance vision with varied lighting. Use of personal computing equipment, telephone, multi-functioning printer and calculator. Manual dexterity, ability to reach, bend, and use 2-step stool while safely lifting and lowering boxes. Ability to travel to and from meetings, training sessions or other business-related events. May be required to work after hours to include weekends and holidays.

**ESSENTIAL FUNCTIONS**

- Attends related Industry meetings and appropriate trainings to maintain certifications to train personnel.
- Understands federal and state occupational safety and health regulations and monitors regulatory changes as they occur.
- Develops and maintains safe work procedures, policies and practices, and ensures company compliances with local, state and federal safety-related regulations.
- Develops and maintains OSHA related compliant documentation and safety related files.
- Oversees all safety investigations to ensure detailed documentation, with a recommendation presented to Senior Staff and Human Resources Manager.
- Administers safety programs and safety meetings.
- Leads the SMEC Safety Committee and presents follow-up to Senior Staff.
- Develops and oversees New Hire training and all annual training as required by OSHA.
- Identifies safety training program needs.
- Works closely with management to cultivate the San Miguel Safety Culture.
- Provides safety leadership and direction to San Miguel staff.
- Manages safety resources and related departmental budgets.
- Plans, requests and assist in the hiring of new personnel.
- Works as the internal incident manager, ensuring that safety emergencies and injuries are properly managed.
- Performs other duties, tasks and special projects as assigned.

**KNOWLEDGE, SKILLS & ABILITIES**

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"> <li>• Bachelor's Degree in Safety or related field preferred</li> </ul>	<ul style="list-style-type: none"> <li>• At least 10 years' experience in safety is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Valid Driver License</li> </ul>	<ul style="list-style-type: none"> <li>• Criminal background check</li> <li>• Non DOT drug test</li> <li>• Acceptable MVR</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Computing</li> <li>• Confidentiality Agreement</li> <li>• OSHA Regulations</li> <li>• Lockout/Tagout</li> <li>• MSHA Regulations</li> </ul>

**Special Notes**

1. Very important to this position are: safe work practices and procedures, basic principles and practices of supervision, training and personnel management, knowledge of regulations, research, read and interpret safety rules and instructions, decision-making, personal effectiveness/credibility, service orientation, time management and strategic thinking.
2. Important to this position are: effectively present information to management, dependability, ability to interpret a variety of instructions furnished in writing, oral diagrammatic or scheduled form, writing coordination and communication, monitoring, active listening and speaking.