

Job Description: Safety Manager

Revised Date: September 2018	Location: Detroit, MI
Reports to: Chief Operating Officer	Program: ALL
FLSA Status: Exempt	Niche:

Company Overview

We provide our utility clients with a wide range of energy-saving and renewable energy solutions. From individual utility customers and construction contractors, to utilities, municipalities, and government bodies, our clients have come to depend on our customized energy efficiency programs to help them to meet their energy saving goals.

Position Overview

Walker-Miller Energy Services is looking for a phenomenal Safety Manager who can work with and through management, to ensure compliance with safety and environmental procedures and to assist in the achievement of profitability/productivity requirements. While maintaining the Core Values of the organization which are **Boldly go, Humbly confident, demonstrate Inclusive stewardship, Value reputation (yours, mine, and ours) and deliver Extraordinary Experiences.**

The Safety Manager will work closely with the leadership and management teams to institute a strong safety culture within the organization. The Safety Manager should be hands on and will focus on implementation of safety processes and procedures.

Essential Duties and Responsibilities: This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Conduct safety orientation and training in a timely, professional manner. Deliver quality presentations at various work sites.
- Conduct accident investigations on time and determine root cause(s). Implement corrective actions after review with Human Resources and appropriate operational leadership.
- Performs safety surveys and inspections, prepares written reports of findings and recommendations for corrective or preventive measures where indicated and follows up to ensure measures have been implemented.
- Ensure the company complies with all current safety regulations both Local and Federal.
- Responsible for HSE newly employed safety professionals.
- Tracking and trending of incident and accidents and reporting of findings weekly, monthly, quarterly and yearly as appropriate.
- Assist in injury/illness case management. Avoidance of injuries becoming OSHA recordable.
- Perform safety audits and provide reports. Serve as a catalyst to ensure compliance.
- Assist in HSE policy development and implementation.
- Maintain HSE data, files, records and databases.
- Make internal and external customer service a top priority.
- Assist Operational area management in executing safety responsibilities and in making safety efforts successful.
- Provide positive, proactive leadership by example.

- Recommend safety improvement/accident prevention methods.
- Work with Operating area management to integrate HSE into daily work procedures.
- Ensure effective sub-contractor safety programs are in place.
- Evaluate the organization's procedures and equipment to identify unsafe conditions that need improvement.
- Responsible for ensuring corrective actions are implemented, verified and validated.
- Responsible for maintenance of safety and accident records.
- Develop and implement safety meeting topics.
- Conduct weekly conference calls with Safety and operational personnel.

Education and Experience

Bachelor's degree from four-year college or university; or three to five years minimum related experience and/or training; or equivalent combination of education and experience.

Additional Desired Qualifications

- BPI - Building Performance Institute Certification
- Professional Certificate in Occupational Safety and Health
- ASSE – American Society of Safety Engineers
- Multi state Safety compliances and responsibilities

Required Knowledge, Skills, and Abilities

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Must have acceptable current driver's license
- Business software competency – Microsoft Excel, PowerPoint, Word

Physical Demands and Work Environment

While performing the duties of this job, the team member is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The team member must occasionally lift or move office products and supplies, up to 20 pounds.

Travel

- Must be able to travel overnight at least 30-50% of the time.

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

Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.

The above information describes the general duties and requirements necessary to perform the principle functions of the position. This shall not be construed as a detailed description of all the duties and requirements that may be necessary in this position.

Walker-Miller Energy Services, LLC is an Equal Opportunity Employer

Employee Name Printed _____

Employee Signature _____ Date _____