

Job Description

## SAFETY MANAGER

---

EXEMPT (Y/N):	Yes	LOCATION:	Corporate Office, Sacramento
HOURS:	8:00AM – 5:00PM, Monday - Friday	DEPARTMENT:	Operations
SALARY:	\$70K - \$100K	SUPERVISOR:	Health & Safety Director

---

**SUMMARY:** Under limited supervision, responsible for moderately complex technical work in a wide range of environmental, safety, and health disciplines to achieve compliance with ES&H standards along with federal and state requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to those listed below. These duties describe the minimum responsibilities of this position and are subject to change to accommodate the needs of the company.

- Control hazardous working conditions and unsafe employee activities through safety management and oversight and with assistance from site supervisory staff.
- Maintain current knowledge of specific government agency requirements.
- Exhibit knowledge and apply the fundamental concepts, practices, and procedures of their environmental specialty.
- Monitor to prevent hazards and diseases in the work area.
- Investigate accidents, injuries, and complaints concerning hazards in the workplace.
- Recommend improvements in processes, design, procedures, and operating equipment to minimize hazards.
- Provide regulatory interpretation and technical advice.
- Supervise and administer accident prevention, emergency preparedness, activities, and training, while assuring the quality of programs.
- Supervise and administer safety and first aid responses and documentation to incidents, close calls, and accidents involving site employees and/or the public.
- Direct company safety program by overseeing employee and trades safety orientation and training programs.
- Conduct site inspections and audits to ensure site compliance within the company and jurisdictional safety policies and procedures.
- Document all accidents, incidents, safety violations, unsafe working conditions, and activities for documentation and lessons learned.
- May administer an EH&S program on a small or medium-sized project.
- Work with Superintendents and field personnel on continuous improvements to a safe job site.
- Perform documented job walks with the Safety Director or as assigned by the Safety Director.
- Perform additional assignments and duties as required and/or as directed.
- Exhibits behavior in alignment with Otto's core values at all times.

### OTHER SKILLS AND ABILITIES

- Experienced in the following software applications: MS Office (Excel, Outlook, Word)
- Recognized as a self-starter and ability to meet deadlines
- Ability to work well with others and achieve team goals
- Highly dependable with excellent organizational and time management skills

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

AA Degree in Occupational Safety & Health, Environmental Health, or related field + 4 years of related commercial construction experience, or High School Diploma/GED + 6 years of related commercial construction experience. Preferred – OSHA 30 Certification, current First Aid/CPR Certification, must have the ability to navigate a construction site, ladders, scaffolding, and stairs.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively in one-on-one or group situations with customers and employees.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to interpret a variety of instructions furnished in written and oral form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license and good DMV record to operate vehicle on company's behalf.

**PHYSICAL DEMANDS:** 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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls; reach with hands and arms, and talk or hear. The employee frequently is required to sit, stand, and walk. The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl.

The employee occasionally is required to lift and/or move up to 25 pounds and to walk up to 1 mile daily. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in outside weather conditions and is occasionally exposed to wet and/or humid conditions, and fumes or airborne particles.

The noise level in the work environment is usually moderate.

**NOTE:** Otto Construction is a drug-, smoke- and alcohol-free workplace. Drug testing is a requirement for employment.

Otto Construction is an Equal Opportunity Employer.

**STANDARD BENEFITS:**

- 401(k) Plan with matching contributions
- Health, Dental, Vision, Life and Disability Insurance
- Vacation, Holiday, and Sick Leave
- Profit sharing/incentive plan
- Continued education & industry certifications
- Wellness and team building activities

You can submit your resume to Dennis Bell at [dbell@ottoconstruction.com](mailto:dbell@ottoconstruction.com).