



Job Description

POSITION SPECIFICS

Job Title:	Safety Director
Department:	
Reports To:	Executive Vice President - Construction

ROLE

Summary: The Safety Director is responsible for planning, developing, implementing and directing Auburn Mechanical's safety and health program to ensure risks from safety and environmental hazards are minimized. Provides leadership, guidance, training and technical support to management, safety committee, and employees in managing the Auburn Mechanical safety programs.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Develops, implements, and maintains all risk management and safety operations for the home office and at various jobsite locations.
- Develops, implements, and/or provides ongoing safety training.
- Integral partner with captive insurance program to share best practices and training of group members.
- Visits job sites on a scheduled and non-scheduled basis to ensure compliance of OSHA and company's own stringent safety regulations, correct deficiencies.
- Writes disciplinary action reports, and examines equipment.
- Initiates disciplinary action for field personnel in variance with prescribed safety procedures.
- Investigates and reports all work-related accident and injuries.
- Reduces work-related accidents and injuries through reinforced training initiatives.
- Conducts safety audits and inspections.
- Oversight and process implementation for employee safety and training programs, establishes process for record maintenance.
- Develops, updates, and manages workplace safety programs, procedures, and policies.
- Communicates with all levels of management to provide timely feedback of field compliance issues, work-related accidents, and other pertinent safety details.
- Tracks progress of injured workers, interface with Approach claims manager and injured worker.
- Conducts site specific project orientation for major projects (employees and subcontractors).
- Conducts new employee orientation on company policies.
- Researches state and federal rules and changes, draft and update company accident prevention program.
- Assists project managers and foremen with job hazard analysis.
- Completes safety questionnaires for project managers.
- Reviews subcontractor accident prevention programs and job hazard analysis.
- Works closely with Warehouse Manager to keep up with safety inventory.
- Manages the Company's substance abuse program.

Supervisory Responsibilities

Manage part time safety administrator.

QUALIFICATIONS

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.

Education/Experience

Bachelor's degree or equivalent from a four-year College or technical school in Safety preferred; or 5 years safety and construction related experience and/or training; or equivalent combination of education and experience.

- The successful candidate must have knowledge of federal, state and local safety laws to ensure the organization complies with all regulations.
- Strong oral and written skills.

Computer Skills

Proficiency with Microsoft Word, Excel, and Access required. Proficiency with email required.

Certificates and Licenses

Valid driver's license, clean driving record, and clean criminal history.

Ability to access secure sites (Microsoft, Boeing, Amazon, etc.)

OSHA 500 certification.

CPR and First Aid/AED certification.

WORKING CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work is typically performed in an office environment, with a moderate noise level. The employee will visit the warehouse and job sites where the noise level is loud in a warehouse or construction environment.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent will be required to move throughout the facility and client sites to oversee activities. Full range of motion, including squatting, twisting, bending, reaching is necessary. The employee must constantly reach with hands and fingers. Employee must be able to work in close contact with small and large groups. Frequent hearing and talking is required. The employee must constantly reach with hands and fingers. The incumbent is required to read and respond to documents in hard copy and electronic form.

Other travel, including extensive overnight travel is required.



2621 West Valley Hwy N
 Auburn, WA 98001
 (253) 838-9780

APPLICATION FOR EMPLOYMENT

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION

INFORMATION				
LAST NAME:	FIRST NAME:		MIDDLE IN:	
PRESENT ADDRESS:	CITY:	STATE	ZIP:	
HOME PHONE:	CELL:	E-MAIL:		
POSITION APPLIED FOR?				
WAGE/SALARY DESIRED?		DATE AVAILABLE FOR WORK?		
AVAILABLE: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights		APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary		
Will visa or immigration status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of right to work in the U.S. will be required if hired.)				
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, employment is subject to minimum legal age requirements.)				
Have you been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction may not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the date and nature of the offense:				
Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever previously applied to or been employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?				
How did you learn about this position opening?				
Were you known by any other name at any job or school listed on this application? What name(s)?				
At which school(s)/employer(s) were you known by this other name?				
EDUCATION				
	Name and Location of School	Years Completed	Did you graduate?	Degrees Received
High School				
College				
Trade, Business, or				
Graduate school				
SKILLS				
<input type="checkbox"/> Typing ___ wpm <input type="checkbox"/> Ten-key <input type="checkbox"/> Receptionist # incoming lines _____ <input type="checkbox"/> Supervision (yrs of experience) _____ Proficient at: <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Other _____ Indicate other skills related to the position you are seeking: _____ _____				
PROFESSIONAL REFERENCES				
Please list three persons, other than relatives, who we may contact about your professional work experience.				
Name	Years Known	Relationship	Telephone Number	

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer? Yes No

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize the Company to which I am providing this application (Auburn Mechanical) to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Auburn Mechanical) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Auburn Mechanical from any liability for future references it may provide regarding my work history with Auburn Mechanical.

Due to the large number of applications that Auburn Mechanical receives, I understand Auburn Mechanical cannot guarantee that my application will be considered for any or all open positions they or Auburn Mechanical may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Auburn Mechanical and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

Signature of Applicant

Date

Place Cover Letter Here

The background of the image shows a construction site in the foreground with a red safety net and various pipes and materials. In the background, a city skyline with several tall buildings is visible under a cloudy sky.

**ACROBAT: Submit
Combined Application**

**IN BROWSER: Save this PDF and
email to HR@auburnmechanical.com**