

## **“Building a better tomorrow today”**

**Come join our Team.** Established in 2003, **Taylor Northwest** is a leading heavy construction contractor headquartered in Bend, Oregon. The Taylor name has been a part of Central Oregon for four generations.

**Job Title:** Safety Director

**Department:** Construction/All Operations

**Reports To:** President

**Location:** Bend Oregon

**Wage:** Top Wages in Central Oregon

**Benefits:** PTO, Paid holidays, 401K, Medical, FSA, Dental reimbursement plan, Life Insurance and AD&D insurance

**Summary:** Director of company safety. Company representative in all matters pertaining to; (DOT, OR-OSHA, MSHA, AGC, SAIF, etc.) Recording, tracking and filing.

### **Essential Duties and Responsibilities:**

- Administer, direct and manage compliance with the company safety policies and procedures, and accident prevention efforts to ensure company and project safety goals are met.
- Provide a strategic vision for creating safe work environments for affected employees and the general public. This includes but is not limited to conducting initial work area assessments and the development and facilitation of appropriate training programs.
- Develop, organize and implement safety related programs that meet or exceed company safety standards. This includes the ability to make independent judgments concerning the general safety of all work.
- Initiate, perform and document jobsite inspections and audits with special emphasis on hazard recognition, unsafe behaviors and correction of potential third party, asset loss and workers compensation losses.
- Initiate, coordinate and conduct safety meetings and training programs to ensure the effective communication of company policy and safety standards.
- Coordinate and participate in regulatory agency inspections and investigations to ensure compliance with federal and state regulations.
- Investigate, prepare and maintain a record of all third party, asset loss and workers compensation claims to make certain that the interests of the project/company are preserved.
- Communicate in a courteous and effective manner with customers and/or co-workers.
- Maintain Satisfactory Attendance
- Present with cleanliness, punctuality and a pleasant attitude
- Maintain health, a safe working environment and observe all safety laws, policies and rules
- Work overtime when needed
- Perform assigned tasks in a timely, accurate and efficient manner.
- Be quality & Production Oriented
- Pass Pre-Employment Drug Screen
- Possess a valid current Driver's License

**DOT:**

- Coordinate and record company; UA's, Physicals, Medical cards, and CDL's.
- Coordinate driver reviews.
- Ticket reviews, sign and fax
- DMV records and record keeping

**Human Resources:**

- SAIF (All worker compliance)
- Hiring committee to ensure and review application completion, review driver history, pre-employment drug screening and conduct new employee orientation.
- Coordinate and record disciplinary action and documentation.
- Training.

**Company Safety Specific Requirements:**

- Oversee and manage companywide safety policies and procedures.
- Training set-up, and record keeping.
- All safety purchases, occasionally office supplies.
- Accident/Incident record keeping past and present.

**Qualifications 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:**

- GED/Accredited College or equivalent trade school
- 4 years Industry Experience

**Language Skills:**

- Ability to read and interpret documents such as state and federal requirements and specifications, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups, and other organizations.

**Reasoning Ability:**

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to manage time between several different job aspects and/or projects concurrently.

**Other Skills and Abilities:**

- Working knowledge of OSHA, DEQ and MSHA

**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.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee frequently required to sit and talk or hear.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

- The work environment characteristics described here 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.
- Position will be exposed to weather, loud noises, fall hazards, confined spaces, toxic fumes and electric shock hazards.
- Willing to travel if necessary.
- Work Environment includes but not limited to indoor shop/office and field. While working in the field one must being able to work in all weather conditions common in the Central Oregon area.

**To apply:**

Visit us at: 18500 Bull Springs Road Bend, Oregon 97703

Visit our website at: <http://taylorlw.com/>

Visit Indeed.com

**Taylor Northwest LLC. is an equal opportunity employer.**