POSITION SUMMARY

Assists with company-wide Health, Safety & Environment programs. Helps ensure government and company compliance and assists with the development and implementation of project-specific safety plans.

PRIMARY RESPONSIBILITIES

Field/Management Support
- Assists with weekly subcontractor and owner/architect meetings to remain involved in project progress and HSE matters, as appropriate.
- Helps to ensure government and company regulations are followed by associate and subcontractors by conducting job site inspections and addressing issues.
- Reviews documentation to ensure all required onsite records and reports are complete, accurate and submitted per established procedures.
- Assists with the development and implementation of job-specific safety plans. Schedules jobsite visits and safety audits to assist project teams in HSE success.

HSE Management
- Along with Safety Professional, accompanies safety, health and insurance inspectors on job site inspections if needed.
- Assists Safety Professional in the review of scopes of the work to ensure all possible areas of potential risk are addressed.
- Helps conduct work area inspections and assists in personal injury and property damage investigations.
- Assists the Safety Professional manage any claims submitted to ensure the claim is handled effectively by the insurance carrier to obtain the most favorable results for all parties involved.

MINIMUM QUALIFICATIONS (minimum requirements *before* going into job)
- Working toward Bachelor's Degree in Construction Management, Engineering, Safety, or related field, or equivalent combination of education, training, and experience.
- Proficiency in Microsoft Office computer applications.
- Valid driver's license.

WORKING CONDITIONS

The position requires work in an office environment, as well as regular visits to construction sites.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned.   The job description is subject to change at any time.