

# Full Job Description

## Health & Safety Director-Manager

Riverside Contracting Inc is seeking a Safety Director/Manager. Reporting directly to the management team, the Safety Director/Manager will assist the business and technical teams on numerous day-to-day matters both internal and external to the company. The right candidate will possess some or all of the following qualifications:

### Key Responsibilities

- Directs the development & implementation of the Company's health, safety and environmental program, injury prevention, and wellness programs
- Partners with senior leaders to build a culture of safety across all locations.
- Review internal safety policies and develop/enhances safety programs as appropriate
- Actively trains and engages Company personal through in-house and industry recognized safety training sessions, programs, and certifications
- Develops, implements and manages safety meetings, JHAs, and safe work practices/procedures to ensure objectives meet business expectations
- Provides leadership, guidance, and direction towards compliance with OSHA, MSHA and DOT
- Oversees investigation of serious accidents and injuries and cooperates in the preparation of material & evidence for organizational use in hearings, litigation, and insurance investigations.
- Corporate contact for any client, federal, state, municipal safety management authority including but not limited to OSHA, MSHA and DOT
- Perform regular field visits in relation to OSHA, MSHA and DOT requirements to review safe practices and make suggestions for improvements and/or injury reduction/prevention
- Ensure compliance with regulations, corporate policies and procedures, to reduce related risks and achieve zero accidents/injuries
- Completes all appropriate company safety and health program documents.
- Conduct ongoing safety training to support company new hire orientation, OSHA, DOT Lockout/Tagout (LOTO), Fall Protection, etc.
- Develop processes to actively track employee certifications
- Ability to travel to multiple locations on regular basis required.
- Other duties as assigned
- General Knowledge & Skills

### Desired Experience

- 3-5 years safety experience in field of risk management, environmental health and safety;
- Certified Safety Professional (CSP) desired or ability to obtain same
- High School diploma or equivalent required; College degree preferred
- Must have clean background, driver's license and professional demeanor
- References upon request

### General Knowledge & Skills

- Proficient with Microsoft Office including Excel, Word, and PowerPoint
- Managing Processes, Organization, Analyzing Information, and Problem Solving
- Good communication skills, both written and oral.
- Ability to multi-task and prioritize work
- Must be able to stand and sit for various lengths of time
- Comfortable working as a team player or independently if necessary
- Ability to communicate clearly and succinctly

- Proficient with technology and computing via a variety of cloud-based programs and data processing/technical/management software programs a plus
- Strong customer service, professionalism, respect and good interpersonal skills is a must
- Desire to learn, work hard and grow with a well-established Highway construction company.

Serious inquiries ONLY! We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation, commensurate with experience, and our benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we strive to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each individual feel encouraged to contribute to our service processes, decisions, scheduling, culture and commitment.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation, or any other classification protected by law.

Job Type: Full-time

Pay: Negotiable, based on experience

Benefits:

- Money Purchase Retirement Plan (employer paid)
- 401(k) Retirement Plan (employee option)
- Dental insurance
- Health insurance
- Vision insurance
- Medical (employee and dependents)
- Paid time off

Supplemental Pay:

- Bonus pay, based on job performance & company profitability

Education:

- Associate degree or higher (Preferred)

Experience:

- Environment Health & Safety: 3 years (Preferred)
- Knowledge of Federal Motor Carrier Regulations (Desired)

Work Location:

- On the road, in the field
- In the office,
- Based out of Missoula, MT or Billings, MT