

Pennsylvania Transformer Technology, Inc.

POSITION DESCRIPTION

POSITION TITLE: Safety, Supervisor

EFFECTIVE DATE: March 16, 2022,

REPORTS TO: HR Manager

DEPARTMENT: Human Resources

REV. DATE & NO.:

LOCATION: Canonsburg, PA

STATUS: Exempt

POSITION DESCRIPTION SUMMARY

Safety Manager is responsible for ensuring compliance with regulatory bodies and standards. Eliminate or control hazardous conditions. This role must apply safety-related elements of the physical sciences, ergonomics, psychology, and physiology; and safety principles, standings, practices, and analytical techniques providing overall SOH program execution.

ESSENTIAL FUNCTIONS

- Conducts safety meetings, audits, and inspections to ensure compliance, evaluate performance, identify corrective action, and implement follow up assessments.
- Plans, implements, and conducts preventative care, safety, and compliance training programs.
- Plans, implements, manages, and maintains comprehensive environmental safety & health programs on premises or at project site locations.
- Provides project management team with guidance on health and safety and confirm project site fulfills industry, local, state, and federal guidelines, and regulations.
- Collaborates with management to develop an Emergency Action Plan and
- Serves as primary contact for project site injury and incident notification, investigation, and case management.
- Maintains a written log of safety inspection activities, reports, and correspondence.
- Guarantees that all work is performed in accordance with approved manuals, internal policies and procedures, contract documents, and good engineering practices.
- Provides technical support to project managers.
- Develops and maintains project cost/change controls, and project budget and accounting records.
- Coordinates and monitors schedule updates, invoices, and submittals.
- Reports the status of projects to business and market leaders.
- Participates in team meetings and provides regular on-site project presence
- Incident investigations and 5-Why Analysis
- track corrective actions to completion
- All other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Risk assessment/management
- Must also be able to assess potential hazards and act safely and quickly in the event of an incident
- Administrating policies and procedures
- Conceptual planning ability
- Conflict management and problem-solving skills
- Leadership ability
- Multi-tasking ability
- Communication, meeting, and presentation skills

- Critical thinking skills, and high degree of organization are a must
- Fluent in English (spoken and written)
- Troubleshooting capability

EDUCATION AND EXPERIENCE

- Bachelor's degree specializing in Occupational Health and Safety
- Must be knowledgeable of, state and federal workplace health and safety laws

PREFERRED EDUCATION / EXPERIENCE

- Minimum 5 years large scale commercial, government, or industrial project management experience, including at least 2 years management level safety profession experience preferred
- Current certifications in First Aid, CPR, OSHA, 30-hour Construction Safety and Industry Standards plus familiarity with DOE 10 CFR Part 851 highly desirable

WORKING RELATIONSHIPS-Relationships are generally intra-organizational, interacting with supervisors and personnel. Creating the interface between departments allowing for the coordination and execution of production requirements.

PHYSICAL JOB DEMANDS

Ability to lift 60 lbs., work in extreme hot and cold weather, must stand for long periods of time, will be exposed to loud noise levels, operate hand and power tools for long periods of time. Work in an environment with dirt, grease, and dust. Manual dexterity to operate specialized equipment. Ability to hear telephone conversations and speak clearly. May need a high level of concentration in a busy area.

WORKING CONDITIONS

Monday through Friday and on-call is required. Shift, weekend, and overtime as required.

DISCLAIMER CLAUSE

The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this position. They are not exhaustive lists of all duties and responsibilities, knowledge, skills, abilities, physical job demands, and working conditions associated with the position.

Interested candidates should e-mail their resumes to:

Pamela Florian, SHRM-CP, PHR

HR Manager

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