

Founded in 1995, Safety Resources, Inc. is a national safety consulting firm, with a team of dedicated consulting professionals whose practice is the implementation and execution of workplace safety. We specialize in contract safety director services, construction site safety supervision, worker's compensation assistance and employee training.

Our team of professional consultants is comprised of degreed individuals with various specialties and areas of expertise. Safety Resources takes pride in ongoing professional development, therefore allowing our consultants to continuously keep current with trends in the industry.

JOB TITLE: Bilingual Safety Consultant

REPORTS TO: President

EXEMPT / NON-EXEMPT: Exempt

DIVISION: Consulting Services

GENERAL DESCRIPTION (SUMMARY)

Position expectations will require that the successful candidate have **2-5 years of practical experience** as a Safety Director/Risk Manager in a fast paced self-directed environment. Past training experience required. OSHA 510 511 certification or equivalent prerequisite and OSHA 500 / 501 certification a plus.

Career advancement in this position will depend heavily upon both technical communication and training skills. Technical degree, transcripts, references, and sample of technical writing will be required. Must be proficient with MS Office.

Our company is a 24+ year national consulting group, up to 20% travel.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following, but are not limited to)

- Develop and maintain the expertise to provide instruction in technical areas of safety training.
- Perform site safety audits, complete comprehensive report of findings, including corrective plans and recommendations to ensure compliance.
- Prepare detailed reports of findings using appropriate forms, diagrams, photos and narratives to provide a clear understanding of exposures.
- Examine work sites to identify hazards in the workplace and on work sites and look for sources of potential injury to those at or near location.
- Assist in the development of employee and supervisor accountability programs.
- Provide creative compliance management solutions and recommendations for clients.
- Conduct OSHA compliance and safety assessments.
- Develop written safety programs and procedures appropriate for the hazards present and to comply with applicable regulatory requirements.
- Project management to ensure project goals are met as well as technical excellence, quality and client satisfaction.
- Perform accident and injury investigations to identify safety violations and determine root cause and corrective actions.
- Predict issues by calculating risks from safety data from various safety records, as well as national injury data and statistics.
- Manage client relationships and services on an ongoing basis.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- A Bachelor's Degree in Occupational Safety or related field of study.
- 2-5 years practical experience in health and safety.
- Proficient in the use of Microsoft Word, PowerPoint and Outlook.
- Excellent written and oral communication skills in both English and Spanish.
- Ability to develop professionally prepared technical report and documents.

SAVING LIVES. SAVING COMPANIES

12 West Vermont Street, Indianapolis, Indiana 46204
Phone 317 871 8155 | Fax 317 871 8148 | Toll Free 800 641 5990
www.safetyresources.com | info@safetyresources.com

BEHAVIOR STANDARD AND EXPECTATIONS

Maintain a positive work atmosphere by acting and communicating in a manner to get along with customers, clients, coworkers and management. All employees are expected to behave in a manner consistent with our corporate values, mission and vision.

| CORE VALUES | MISSION | VISION |
|---|--|--|
| Being driven by the quality of our people and the service we deliver. | Committed to providing the resources necessary to help save lives and companies. | To be the preferred leader and most trusted resource for creating practical solutions for safety and risk management services. |
| Ascribing to a work ethic that ensures tangible benefits to our clients. | | |
| Committing to respect and develop and empower all of our employees to achieve individual and team excellence. | | |
| Engaging in ethical activities that demonstrate our responsibilities to our employees, clients and communities. | | |

WORKING CONDITIONS

Fast-paced, self-directed, multi-tasking environment requiring tolerance for schedule changes and disruption with potential for travel.

JOB PERFORMANCE STANDARDS

This job description is intended to describe the essential responsibilities Safety Resources, Inc. requires. Essential functions are outlined; other duties may be assigned as needs arise or as required to support essential functions.

PHYSICAL REQUIREMENTS

- Perform work on a computer for extended periods of time.
- Sit/stand for extended periods of time in work area or on a job site.
- Communicate and speak in a clear, concise and professional manner, both in person and on the telephone.
- Travel by air or ground as required in performing job duties.
- Be able to lift and carry a minimum of 40 pounds.

Nothing in this job description or in any other written documents or forms maintained by Safety Resources, Inc. creates, or may be deemed to create an employment contract between Safety Resources, Inc. and any of its employees.

Safety Resources, Inc. reserves the right to revise the contents of this job description at any time, without prior notice, to its employees.

This job description supersedes any previous oral or written job descriptions.

Approval:

BY: K. VanSoest, President

DATE: 11.13.2020

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