

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:** Site Safety Representative

**REPORTS TO:** Director of Client Development / Office Manager

**EXEMPT / NON-EXEMPT:** Non-Exempt

**DIVISION:** Site Services

## GENERAL DESCRIPTION (SUMMARY)

Seeking construction site safety representatives with at least 5 years practical experience in a fast paced, self-directed environment. Ability to successfully interact with all levels of construction personnel is a must.

Multiple positions available. Past training experience required. OSHA 510 certification or equivalent prerequisite required and OSHA 500 certification a plus. With several positions available, local and regional positions exist. The location of the work could potentially require applicants to temporarily relocate to the area where work will be conducted and extended stay facilities will be provided. Technical degree, transcripts, references, and sample of technical writing will be required.

Our company is a 24+ year national consulting group.

## 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.
- Conduct OSHA compliance and safety assessments.
- 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.
- 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 with 5 years of experience OR 10 years of relevant safety experience without a degree.
- Proficient in the use of Microsoft Word, PowerPoint and Outlook.
- Excellent written and oral communication skills.
- Ability to develop professionally prepared technical report and documents.
- Knowledge of Construction OSHA (29 CFR §1926) standards and regulations.

## **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](http://www.safetyresources.com) | [info@safetyresources.com](mailto: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.

## 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

## **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](http://www.safetyresources.com) | [info@safetyresources.com](mailto:info@safetyresources.com)