

RQ CONSTRUCTION, LLC

Job Description

Position Title:	Safety Manager/Trainer or Site Safety Health Officer (SSHO)
Department:	Safety/Operations
Type of Position:	Full-time
FLSA Status:	Exempt
Report Structure:	Reports to the Project Manager for daily activities and to the Safety Director for specific project or department assignments, performance expectations, personal and career developmental goals, compensation, etc. This position has the authority to stop work if unsafe working conditions are present.

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for planning, preparing, organizing, implementing, and executing all safety administrative and performance requirements for an assigned project in accordance with contract specifications, EM-385, OSHA, RQ internal Safety Management System, and Accident Prevention Plan (APP), while fully integrating with the project team to support the safe production of quality work. This position may provide oversight to daily activities for assigned direct reports.

COMPETENCIES REQUIRED:

- **Client Relations** - Professionally manages clients, their “demands,” and perceptions. Creates an atmosphere of trust and partnership.
- **Hazard Recognition & Control** - Recognizes both physical and behavioral hazards and the risk associated, reduces and controls the risk appropriately, and sees beyond the immediate to what “could” happen. Applies prescribed hierarchy of controls to achieve acceptable risk levels.
- **Construction Knowledge** - Understands trade processes, procedures, sequencing and how one interacts with or impacts the other.
- **Team** - Functions as a key member, actively contributes to the success of projects goals as a whole in addition to safety.
- **Customer Focus/Interpersonal Skills/Teamwork** - Gets along, positive attitude, regarded highly with others; no “drama”; sees team success as more important than perceived “self” success. No “tearing down” of others.
- **Subcontractor Management** - Situational management skills evident, ability to convince subs to perform desired behaviors or actions.
- **Safety Leadership** - Respected as pro-active, helpful leader. Offers and provides possible solutions to safety challenges vice just “quoting regulations” achievement oriented. Holds all



accountable fairly and equitably.

- **Reporting** - Timely, accurate, concise reporting in accordance with the RFP and RQ Safety Management System.
- **SMS, Plan & Document Control** - Uses the RQ system to administratively contribute to the overall success of project schedule and goals; contributes to improvements
- **OSHA/EM 385 Knowledge** - Maintains a high-level knowledge of regulatory compliance, but more importantly, how to apply the correct regulations to the appropriate situation and how to interpret intent when conflicting regulations exist.
- **Balancing Admin and Field Time** - Effective time management. Ability to plan and organize to meet all administrative requirements and reduce risk through routinely conducting thorough safety inspections in the field.
- **Awards and Recognition** - Uses positive reinforcement to recognize and promote individual and group positive safety performance/behavior and project safety milestones and encouragement to grow.
- **Ability to Provide Solutions** - Provides potential solutions to achieve performance standards (safety goal) to ensure safe work environment.
- **Dependability** - Someone that others admire for their dedication to team, goals & profession; prepared for the work each day & ability to create a little time to help others frequently
- **Communication** - Able to share information and/or ideas with others and being understood. Listening & articulating; balance in self- esteem/ego. Able to listen as well as speak, be “present” in conversation & engaged. Tolerant & respectful of differing views & ability to seek win-win resolution to disagreements.
- **Ethics & Integrity** - High character displayed, understands standards but also those “grey” areas & addresses those with additional caution. Ability to recognize breaches & elevate any concerns; be transparent & truthful.
- **Discipline** - Do all of the above (be dependable, communicate, demonstrate ethics and integrity) and more with a good attitude, hang in there when challenges arrive. Don’t “goof-off” at work, apply yourself, seek personal growth but also balance in life.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Duty Description

1. Conducts routine inspections of project, observing, and documenting deficiencies as well as noteworthy safety practices that are consistent with required expectations.
2. Maintains regular attendance on the jobsite, per specifications described in RQ's contract(s) with the client(s) governing the project(s) to which employee is assigned. No work can be performed on the jobsite without the SSHO or alternate SSHO present.
3. Tracks deficiencies and leading indicator trends to identify repeated at-risk behavior and conditions and reports deficiencies to appropriate subcontract and project leadership and leads efforts to implement corrective action and processes through coaching and training and/or issuing appropriate safety violations.



-
4. Ensures all daily and weekly safety documentation required from contractors is complete and accurate.
 5. Communicates and coordinates with project team to schedule and conduct new employee and subcontractor health and safety orientations in conjunction with the QC Preparatory meeting(s).
 6. Communicates and documents safety expectations to safely produce quality work during safety orientations for the scope of work.
 7. Requests, tracks, documents, and files all appropriate safety documentation from prime, tier, and small business contractors in accordance with RQ's internal Safety Management System, policies, and procedures.
 8. Reviews subcontractors' AHA's, site specific safety plans and procedures to ensure they are in accordance with applicable standards and regulations and makes recommendations for improvement where needed.
 9. Researches and interprets safety standards/regulations and best management practices when required to assist project team with risk management at the lowest possible level.
 10. Submits required safety documentation to government designated authority (GDA) in a timely manner.
 11. Attends and actively engages in weekly project team, production, and daily/weekly foremen's meetings to promote safely producing quality work.
 12. Communicates successes, challenges, and corrective actions to all stakeholders in a clear and professional manner, in support of RQ's Mission, Vision, and Values.
 13. Conducts team, supervisor, and all hands safety training based on needs of the project, noted/trending deficiencies, indicators, and general safety processes and requirements.
 14. Ensures all project posting and signage is current at all times in accordance with the EM-385, 29 CFR 1926, and RQ policy.
 15. Leads and collaborates with team in investigating all safety incidents to determine cause, implements corrective actions and training, and reports incidents, as required, to both internal and external stakeholders.
 16. Prepares and submits all periodic and end-of-the-month reports as required to both internal and external stakeholders.
 17. Establishes and executes site specific safety milestones, awards, and recognition incentive programs with project team to promote a culture of safety.

18. Coordinates with and supports the Executive Assistant in procuring all safety supplies and safety signage for project.
19. Updates project Accident Prevention Plan (APP) when required.
20. Participates as a member of the Safety Department team, providing innovative ideas for process improvement and standardization.
21. Performs other duties as assigned and agreed upon with supervisor. ^M

Total Time = 100%

QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to assist in technical writing, reporting, and explanation of work activities.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety and health operations for the protection of people, property, and structures.
- Knowledge of laws, legal codes, government, and RQ safety management regulations to assist with compliance and regulatory practices on job sites.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of administrative and management principles involved in project planning, resource allocation, leadership technique, production methods, and coordination of people and resources to assist in safety and health system management.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the assessment and treatment of behavioral and affective reactions to work activities.
- Knowledge of general building and construction materials, methods, terminology, and the tools involved in the construction, repair, or remodeling of buildings and other structures to assist in safety management system implementation on a project site.
- Demonstrates reading comprehension skills to facilitate the understanding of work related documents, answering inquiries regarding safety/health practices, and incorporating the implications of new information into system management, documentation, monitoring, and improvement processes.
- Demonstrates speaking and writing skills to effectively convey information to groups or individuals as appropriate.
- Demonstrates active listening and learning by giving full attention to what others are

^M This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however.

saying, taking time to understand the points being made, asking questions as appropriate, and applying newly acquired information to both current and future problem-solving and decision-making.

- Demonstrates complex problem solving and critical thinking skills to facilitate alternative solution identification, implementation and monitoring that is creative and original.
- Demonstrates negotiation and persuasion skills to bring others together and try to reconcile differences, while also changing minds or behavior.
- Demonstrates time management skills to facilitate the management of personal, team, project, and corporate objectives as related to safety and health.
- Demonstrates instructing and learning strategy skills by selecting and using teaching methods and procedures appropriate for others to learn new regulatory requirements and processes.
- Demonstrates coordination and monitoring skills, to assist in adjusting project actions in relation to others' actions and to assist in monitoring/assessing performance of oneself, other team members, or organizational members to make improvement.
- Demonstrates judgment and decision making skills in determining the relative costs and benefits of potential actions on a project, team member, etc., and to choose the most appropriate option.
- Ability to comprehend and follow written and oral instructions to assist in communicating information and ideas in a way that others will clearly understand.
- Ability to tell when something on a project is wrong or likely to go wrong through problem sensitivity and identification.
- Ability to inductively combine pieces of information into general rules or conclusions and deductively applying those general rules or conclusions to specific project safety/health problems.
- Ability to use Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.) and the Internet to assist in completing various aspects of the position.
- Ability to operate various project software formats (Viewpoint, SharePoint, RMX/QCS, etc.) to assist in managing the safety and environmental programs and for administrative duties associated with the position.
- Demonstrates consistent commitment to RQ's Mission, Vision, and Values.

EDUCATION & EXPERIENCE:

- A combination of equivalent work experience, training in the field, and/or Occupational Safety and Health certificate programs through the OSHA Training Institutes or other national recognized safety training organization (whether certificates or degree programs), professional certifications such as CHST, OHST, and ASP through BCSP may be qualifying.
- Five or more years applied work experience (or equivalent) in commercial construction industry required, with five or more years' experience (or equivalent) in construction safety management at the jobsite level.
- Competent person training or experience in Fall Protection, Confined Space, Electrical,

Trenching/Excavation, PPE and Scaffolding required. Other related professional degrees or certificates desired and will be considered “in lieu of” competent person training.

- Five or more consecutive years of documented safety training, averaging 24 hours per year required.
- Previous experience with NAVFAC, USACE clients and EM385-1-1 preferred.
- Computer literacy (Microsoft Office, Outlook, Internet, etc.) required.
- Specific software literacy (Viewpoint, RMS/QCS) preferred.
- Current CPR, First Aid, and OSHA 30-hour (within past 5 years) certifications required.

WORKING CONDITIONS:

Working conditions are normal for an office environment, whether out on a job site or in the corporate office. Some job site work is conducted in extreme weather conditions. While working on the jobsite, individuals will be outside on an active construction site, in a trailer with job site management team, and at clients' facilities. Job walks and inspections outdoors are required. Jobsite appropriate attire is necessary. Excellent individual performance is expected. Company goals will be realized through dedicated teamwork pursuing Company objectives. Flexibility to work outside normal business hours and provide emergency response as needed is required. Travel to/from project job sites will be required.

PHYSICAL DEMANDS:

May be required to lift up to 40 lbs. Job site work may involve extended periods of walking or standing and additional limited physical requirements, including climbing ladders, scaffolding, maneuvering around small obstacles, moving through cramped quarters, crawling, etc. Also requires basic office work, including sitting, walking, climbing stairs, kneeling, bending, and operating office equipment that is hand operated. Visual acuity is required to observe site environment and hazardous conditions. Driving required – must have valid driver's license for three or more years; proof of automobile liability insurance required when driving personal vehicle.