



JOB DESCRIPTION

Safety and Risk Manager

FLSA STATUS: Exempt

GRADE: 10

REPORTS TO: Executive Manager of Administration

DIVISION: General

WORK LOCATION: Temporarily located in Seguin, Texas

Location will permanently transition to New Braunfels, Texas in 2020

EFFECTIVE DATE: 05/2019

SUMMARY

The Safety Manager is responsible for overseeing GBRA's safety and technical training programs. This position develops strategies, goals and plans to meet the needs for a safe and knowledgeable workplace. Inclusive within this broad array of safety management initiatives are the protections designed and implemented to avoid injury to GBRA employees as well as loss of GBRA physical assets and projects under construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participates in the development, implementation, and administration of Risk Management policies and procedures; establishes departmental goals, objectives and priorities.
- Reviews and incorporates standards, ensures compliance with existing regulations related to employee safety. Travels to various locations for training and responding as safety issues arise.
- Develops, administers and monitors the Safety budget, requests budget amendments as necessary; reviews and authorizes the payment of invoices/billing for area of responsibility.
- Provides leadership and direction for occupational health and safety, worker's compensation, return to work and Commercial Driver's License (CDL) Drug and Alcohol programs.
- Analyzes GBRA's safety programs, develops and provides management oversight, guidance and approval for the development of training and curriculum required by federal, state, and local regulations and ordinances.

- Supervises, trains, and evaluates the performance of personnel related to safety concerns; monitors and ensures compliance with departmental policies and procedures.
- Conducts organization wide safety training and certification programs; producing “train the trainer” materials for department/division safety leads.
- Directs the development and revision of safety processes and procedures. Develops and provides recommendations on occupational health and safety policy for GBRA’s executives.
- Assist GBRA managers and supervisors in the completion of accident and incident reports. Ensures appropriate corrective actions identified during accident investigations are properly implemented.
- Develops and evaluates plans, and criteria for a variety of occupational health and safety projects and programs.
- Work closely with GBRA Engineering personnel related to safety and insurance contractual provisions required of contractors on GBRA construction projects.
- Periodically inspect GBRA construction projects to better assure compliance with contractual safety and insurance requirements.
- Communicates safety strategies and information to management and others.
- Plans, organizes, directs, audits, and controls GBRA’s occupational and safety programs.
- Develops and revises the occupational health and safety manual process and procedures.
- Prepares and reviews reports as part of the process of monitoring and communicating safety performance results.
- Administers safety award and recognition program.
- Develops and evaluates plans and criteria for a variety of environmental and safety projects and programs.
- Monitors industry trends in occupational health and safety and implement best practices.
- Serves as a subject matter expert to legal staff regarding occupational health and safety compliance matters.
- Provide periodic presentations/ reports to the Board of Directors.
- Other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of business issues, metrics, organizational linkages and customer value.
- Develops and manages associated business contracts.
- Monitors safety related contracts and vendors to ensure delivery of deliverables and to ensure compliance with all applicable safety requirements are met.
- Reports data or manages compliance issues; devises the necessary quality control measures to track the effectiveness of operations.
- Administers behavioral based investigations and responds to occupational health and safety issues, conducting root cause analyses and develops corrective action plans.
- Knowledge of fiscal planning and budget preparation.
- Have a basic understanding of construction plans, specifications and record documents.
- Ability to produce, secure and disseminate applicable safety information through newsletters, employee safety manual updates, training videos and other venues.

EDUCATION/CERTIFICATIONS

- Bachelor's degree from an accredited four-year college or university with major coursework in Occupational Health and Safety, Engineering, Environmental Science or a field related to the job.

Current valid driver license and ability to remain insurable under GBRA's vehicle liability policy.

EXPERIENCE

- Five (5) years of experience in occupational health and safety programs
Two (2) years of which were in a supervisory or lead capacity

MANAGERIAL RESPONSIBILITIES

No

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary computer programs. Occasional walking across terrains primarily on GBRA properties or sites. Must be able to lift 40 pounds waist high and retrieve items at least five feet from floor. Climb up and down vertical ladders up to twenty (20) feet and enter confined spaces as necessary to assist with accident investigations.

WORK ENVIRONMENT

Fifty (50) percent indoor and fifty (50) percent outdoors. Some work may be in association with hazardous duties performed by GBRA personnel and hazardous locations at GBRA such as confined spaces, riverine locations, log jam removal projects, chemical storage, etc.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAVEL

May be required to travel up to 60 percent of the time within GBRA's 10-county district and extended areas to attend conferences, tradeshow, trainings, or meetings, and for photo/video shoots.

ACKNOWLEDGEMENTS

Employee Signature

Date

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.