



TITLE: Director of Safety and Quality Control

JOB SUMMARY: The Director of Safety will be responsible for creating, planning, and enforcing a safety program which promotes a healthy and safe work environment. Director of Quality Control works closely with the operations team to achieve profitability goals through the implementation and follow through of quality control standards.

REPORTING:

- Reports to: Chief Executive Officer
- Direct Reports: Operations Team (*not a direct reporting relationship, but has authority to stop or direct activities as it relates to safety, quality, or use of small tools*)

KEY PERFORMANCE INDICATORS

- OSHA Fines
- Injuries, incidents, and lost-time costs
- Overall company profitability
- Small tool budget

JOB COMPETENCIES:

- Self-Management
- Organization
- Decision Making / Decisiveness
- Influencing
- Teaching / Training

DUTIES & RESPONSIBILITIES:

- Develop and execute a comprehensive, effective safety program for the company
- Plans and implements training for employees in work site safety practice
- Review and enforce policies to establish a culture of health and safety
- Maintain and assure all safety equipment is inspected and up to date
- Assists in the development, evaluation and upgrading of safety programs
- Leads safety training in bi-monthly Bedrock meeting
- Leads safety training of necessary certifications: forklift and aerial boom certification, powder actuated tools certification, HAZCOM certification, and safety topics relevant to operation team
- Promote positive relations with OSHA personnel, maintain a history of citations received and final decisions, interpret OSHA regulations as they pertain to our industry/business
- Promotes positive relations with customers to achieve safe and harmonious working environments
- Performs safety audits and inspections, prepares written reports of findings and recommendations for corrective or preventive measures
- Maintains safety files and records
- Develop and execute a comprehensive quality control program for the company
- Plans and implements training for employees in quality control practices including punch lists and inspection reports
- Works with Chief Operating Officer and Director of Field Personnel to identify quality control deficiencies
- Oversees small tools and check-in / check-out procedures



- Holds operation team members accountable to care, use, and allocation of small tools
- Other duties as assigned

SKILLS & CERTIFICATIONS:

- BA in Business Management, Construction Management or equivalent
- Ability to communicate effectively, both written and verbal
- Excellent organizational skills
- Outstanding attention to detail and observation ability
- Competency in using technology such as computers, tablets, and smart phones
- Knowledge of specific computer software including: Gmail or Outlook, Microsoft Word & Excel
- Ability to manage special projects while maintaining day-to-day responsibilities
- Holds valid driver's license
- Holds Forklift Certification
- Holds Aerial Boom Certification
- Holds OSHA 10 Certification
- Holds First Aide and Blood Bourn Pathogen Certification

PRIVILAGES & AUTHORIZATIONS:

- Assigned a company vehicle and fuel card (allocated for work use and reasonable amount of personal use)
- Access to tool cages and storage rooms
- Access to project drives and files
- Authorized to make purchases on company accounts and credit cards

WORKING CONDITIONS:

- 50% of time spent traveling locally and out of state. Driving is required.
- Environment/Sensory: The Director of Safety and Quality Control will spend long hours sitting and using office equipment and computers which can cause muscle strain. The Director of S&QC may also be outside exposed to all different weather conditions including extreme heat and cold. He/she may also be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose, and skin irritation.
- May spend time on job sites observing and/or assisting employees at work.
- May have to do some light lifting of supplies and materials from time to time.
- The use of computers may cause eyestrain and occasional headaches
- Mental: The Director Safety and Quality Control must complete job assignments in a timely manner. He/she must be able to deal with employees, vendors, and the public in a courteous and respectful manner

PHYSICAL:

- Job may be physically demanding from time to time
- Job requires ability to perform tasks on all areas and aspects of construction project
- Job requires ability to climb ladders for heights up to 60 feet and crawl distances of 50 feet
- Job may require light lifting from time to time
- Job also involves sitting for long periods of time

HAZARDS:

- Normal hazards associated with an office environment
- Normal hazards associated with a construction environment



COMPENSATION:

- Salary (negotiated)
- Paid Time Off program
- 401k - available after eligibility requirements are met, including match
- Health Insurance - Management Rate
- Dental Insurance - Payroll Deduct
- Life Insurance-base policy w/ option to payroll deduct additional amounts

I understand and accept the components of the job description listed above as my primary role at Wolf Construction Services Inc. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

Name (printed)

Signature

Date

Director's Statement

As a Director-level employee, I understand and accept a responsibility beyond my normal job duties and responsibilities. I am called upon to be a Guardian of the Culture. Owners and leaders call on me for my input, knowledge, expertise to help guide Wolf Construction Services. It is my responsibility to promote the "We Will's" that guide our actions and to promote "We Thinking", harmony, and unity among co-workers and employees.

I also understand that I have access to highly confidential information and conversations that are critical to the success of Wolf Construction Services. I understand that confidential information is only to be shared or discussed further with other Director-level employees.

Signature