

Doyon Utilities, LLC
Job Description

JOB TITLE	Health & Safety Coordinator	LOCATION	HDQ Operations
REPORTS TO	Director of Safety & Support Services	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular	SCHEDULE	M-F 8am-5pm
WAGE RANGE	DOE	FLSA STATUS	Non-Exempt
BARGAINING GROUP	N/A	DATE	06/12/19

POSITION OBJECTIVES: Under general direction of the Director of Safety & Support Services, this position develops, administers, implements and oversees occupational safety and health programs. Serves as coordinator for these programs to each DU facility and assists in individual site safety development. Ensure DU regulatory compliance with all applicable Federal, State and Local safety regulations.

MAIN ACTIVITIES:

1. Develop safety standards to comply with industry standards, Federal, State and local regulations.
2. Develop and implement safety programs by inspecting or reviewing areas, equipment, processes, and work activities.
3. Provide guidance to DU field personnel concerning safety regulations.
4. Coordinate and perform safety observations on DU facilities, workgroups and subcontractors to ensure regulatory safety compliance.
5. Periodically attend and ensure appropriate and effective safety meetings are conducted.
6. Assist individual facilities with research, specific training development, and safety related requests.
7. Maintain and monitor training profiles on all employees to include general training and specific position training requirements.
8. Develop and maintain a curriculum/delivery method for each of the required training areas.
9. Coordinate annual respirator inspection, medical exams and health screenings; monitor and track with reporting tool.
10. Understand and maintain OSHA record keeping/filing requirements for 300, 300A, 301, etc.
11. Ensure adequate post incident investigations are conducted by individual site management.
12. Coordinate with Director of Human Resources to ensure workers compensation cases are managed appropriately.
13. Report performance metrics monthly/quarterly/yearly to management.
14. Develop and track DU incentive/award programs.
15. Perform other activities as assigned by the Director of Safety & Support Services.
16. Manages the company random drug testing program

SKILLS AND QUALIFICATIONS:

1. Understanding of Federal, State and Local regulations governing Occupational Safety.
2. Aggressive adherence to rules and regulations.
3. Developed public relations skills.
4. Capable of communicating effectively in writing and verbally.

5. Well organized, detail oriented, and able to manage and accomplish multiple activities simultaneously, sometimes under time constraints.
6. Ability to maintain strict confidentiality.
7. Proficient in the use of Microsoft Office applications.
8. Basic knowledge of utility operations.

CONDITIONS OF EMPLOYMENT:

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver's license issued by the State of Alaska.
4. Must be willing to travel.

ENVIRONMENT: The position will be located at the DU headquarters in Fairbanks, Alaska with periodic travel requirements to Forts Wainwright near Fairbanks, Greely near Delta Junction, and Richardson near Anchorage. Employee will be required to work both indoors and outdoors. Employee may be exposed to heat, cold and frequent changes in temperatures. Work environment may be dusty, dirty or in snow. The work involves walking and occasional lifting to approximate a 40-pound box. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

EDUCATION AND TRAINING:

1. Associates Degree or Certification in Occupational Health & Safety or related field.
2. 2 years' experience in the Occupational Health & Safety field is preferred.
3. Current Certified Safety Professional (CSP) Certification is preferred.
4. Educational requirements may be substituted with a minimum of 5 years of on the job experience.

Employee Signature

Date