

Job Title: Safety Manager
Department: Corporate
Revision Date: 08/14/2020



## Position Overview

Responsible for the management of the Safety Department. The Safety Manager will be responsible for setting the curriculum of new hire training and its oversight, primarily as it relates to drivers and technicians. Individual will carry out the core training initiatives of the company by way of regular safety meetings, in addition to required training as a mandate of job-specific certifications. This position will work with the Operations Manager and aid in the inspection and observation functions as needed. This applies to all FLASH locations in addition to FLASH's subsidiary and partner organizations. This positions' primary focus is truck fleet safety, but is also relied upon to investigate and provide recommendations for advancement in the safety field across our operation.

## Job Duties:

- Ensure safety program is current with federal, state and local safety regulations
- Create and manage schedule of Safety Meetings/Training meetings: every 8 weeks at each location
- Revise and manage safety manuals throughout the FLASH organization
- Manage DOT Drug and Alcohol testing program
- Observe employee activities to uncover and correct employee violations of federal, state, and local safety regulations
- Conduct follow-up investigations of any damage, accidents or incidents in partner with the Operations Manager and Human Resources Department
- Promote safety throughout the FLASH organization and its subsidiaries and partner organizations
- Work with Maintenance and Management to inspect equipment and working conditions to ensure compliance with all federal, state, and local safety requirements
- Driver ride-along and employee shadowing to evaluate and reinforce areas of improvement
- Review HOS compliance and critical event system and report violations to Operations Manager
- Work with outside service providers to augment safety program
- Monitor CSA program
- Present safety topics and updates to Management and Dispatch
- Travel 50%, Company car and cell phone provided

## Skills/Qualifications

- Prior experience of 2-4 years in Safety or a related field, Associates Degree preferred
- Excellent time management and organizational skills
- Ability to multi-task and prioritize work
- Comfortable working in a fast-paced office environment
- Attention to detail and problem-solving skills
- Ability to improve processes for department efficiency
- Exceptional communication skills
- Knowledge of office management systems and procedures
- Ability to work independently and objectively
- Communication skills, including oral, written, and electronic

- Proficient with Windows-based programs computer operating systems, specifically Microsoft Office (Word, PowerPoint, and Excel)
- Presentation skills, including multi-media in conjunction with oral delivery

**Physical job requirements:**

- Lift up to 50 pounds
- Work effectively in an office environment
- Use hands to type, handle, control, or feel objects or tools
- Sit for long periods of time
- Bend or twist the body
- Repetitive movements, repetitive use of computer/office equipment

\*The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the customer. As business objectives change, so too may job duties.