

Position Opening

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| Position: | Safety Specialist | Location: | North Regional - Huntington, UT |
| Opening Date: | 7/6/2021 | Grade: | 6 |
| Closing Date: | Until Filled | Wage: | DOE |

Mission & Values

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

Primary Job Function:

This position is responsible for assisting in the administration, coordination and enforcement of corporate safety programs at the Business unit level. The Safety Specialist reports directly to the PBU Safety Manager, communicates daily and provides support as directed to help ensure compliance with company safety policies, local, state and federal safety and health regulations for Pozzolan facilities.

Please see below a brief summary job description.

Essential Requirements:

- Wear required safety equipment including but not limited to hardhats, safety glasses, safety harness, ear plugs, dust masks and gloves
- Safety sensitive position to be performed with a constant state of alertness and in a safe manner
- Lift up to 50 pounds of weight
- Maintain valid driver's license with acceptable driving record and able to travel up to 50-70% of the time
- Work in confined areas
- Be able to work long hours when necessary
- Climb stairs and ladders and work at heights when required
- Work and drive in inclement weather
- Required and predictable attendance

Knowledge, Skills and Abilities:

- High School Diploma or G.E.D. equivalent; degree preferred or equivalent work experience
- Able to read, write and communicate for record keeping purposes
- Five Years of pozzolan, cement or aggregates operations experience desired with equivalent knowledge of processing equipment, facility maintenance, production functions and departmental policies and procedures
- Knowledge of the Occupational Safety and Health Administration(OSHA) and Department of Transportation (DOT) regulations preferred
- Possess a valid driver's license and acceptable driving record per insurance requirements; travel to various sites
- Functional working knowledge of Microsoft Word, Excel, Outlook and PowerPoint required, proficiency preferred

Duties and Responsibilities:

- Responsible for assisting in the enforcement of company safety policies and the implementation and updating of procedures and guidelines of the company safety handbook
- Travel as necessary to conduct training as well as facility safety inspections as needed with plant management, supervision and designated employees
- Perform and/or assist with Health and Hygiene sampling
- Conduct training as needed for new employees, required OSHA training, host site required training and any other safety training that may become necessary
- Responsible for staying informed of and in compliance with local, state and federal safety and health regulations such as

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- OSHA, NOSHA (Navajo Nations), DOT and host site requirements
- Assist with preparation of required reports to corporate claims as well as state and federal regulators
- Assist with investigation and reporting of injuries, property damage and third-party claims. Audit reports for accuracy before submitting claims to corporate claims and security administrator
- Accompany OSHA inspectors when they are at facilities to conduct inspections
- Conduct fire and emergency evacuation drills as directed
- Provide supervisors with materials for department safety meetings and weekly tailgate meetings
- Provide safety information to employees by means of postings, field safety talks and meetings as needed
- Ensure compliance of contractor safety policy dealing with outside contractors working at facilities, including visiting vendors, customers and truck drivers to ensure compliance with local, state and federal regulations, and company safety and health procedures and policies
- Follow up on injury, property damage and third-party claims
 - o Ensure the following is done:
 - o The injured employee is taken to the doctor or emergency room by their immediate supervisor or designated supervisor
 - o The immediate supervisor completes and submits the accident report to the safety manager for review prior to submittal to corporate claims and security administrator
 - o Ensure that drug and alcohol tests are completed according to the company drug and alcohol policy
 - o Work with employee supervisors to maintain contact with employees who are unable to return to work
 - o Make sure injured employee supervisor and doctor establish a modified work plan to allow employee to return to work as soon as possible
- Ensure facility personnel provide site specific training to plant visitors as needed
- Other duties and responsibilities may be assigned as necessary to maintain compliance with Facility, State and Federal Safety standards and regulations
- The incumbent shall work well under pressure to meet multiple and sometimes competing deadlines
- The incumbent shall at all times demonstrate cooperative and professional behavior with colleagues and supervisors
- Perform other duties incidental to this classification as directed by management

Internal Applicants-please complete an Internal Transfer Opportunity Request Form located in MySRMG>Human Resources>HR Forms and send to dpeters@srmaterials.com.

External Applicants-please complete an application on our website www.srmaterials.com, email to dpeters@srmaterials.com or fax 480-850-4317.

Salt River Materials Group(SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.

Salt River Materials Group preferentially hires Native Americans.