

# MERLINO COMPANIES

## JOB DESCRIPTION

<b>JOB TITLE:</b> Safety Coordinator	<b>FLSA CLASS:</b>	<b>Salary, Exempt</b>
	<b>STATUS:</b>	<b>Full-time</b>
<b>DIVISION:</b> All Companies	<b>REPORTS TO:</b>	<b>Safety and Risk Manager</b>

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### **EXPECTATION FOR ALL EMPLOYEES:**

Employees are expected to support the Company's business principals and values by demonstrating honesty, integrity, loyalty, accountability and superior customer service as well as by contributing at optimum levels toward the success of the company.

### **POSITION SUMMARY:**

Under the supervision of the Safety and Risk Manager, this position assists the manager and other employees in roles and responsibilities to increase overall safety throughout the organization. The ideal candidate will be able to work independently and display a high level of problem solving and time management skills.

### **ESSENTIAL FUNCTIONS:**

1. Visit field locations to include jobsites, batch plants and pits to assess and assist field supervision for maintenance and compliance with regulatory and company policies.
2. Conduct and complete accident and injury investigations to include all associated paperwork.
3. Attend, participate and lead safety tool box meetings.
4. Attend and participate in safety committee meetings.
5. Conduct random Non-DOT employee drug tests.
6. Collaborate with supervision at all levels to monitor compliance, identify safety issues and provide resolutions.
7. Order and maintain safety supplies in corporate office as well as on the jobsites.
8. Assist manager and other departments with various administrative tasks (filing, scanning, etc.) and duties as needed.
9. Assess current processes and develop more efficient processes within department.
10. Conduct effective safety training in both a formal and informal setting.

### **JOB REQUIREMENTS**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

1. **Planning/Organizing:** the individual prioritizes and plans work activities and uses time efficiently.
2. **Knowledge/Education:** the individual possesses working knowledge and understanding of WISHA, MSHA and DOT codes/requirements.
3. **Adaptability:** the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
4. **Dependability:** the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
5. **Mentality/Attitude:** the individual maintains a positive, team-centric work ethic and attitude while working with different personalities and departments.
6. **Problem Solving:** the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
7. **Technology Savvy:** the individual possesses the technical aptitude to learn new software and utilize necessary programs.

8. Safety and Security: the individual observes safety and security procedures and uses equipment and materials properly.

**EDUCATION:**

Four year Degree in Occupational Safety and Health or related field preferred

**EXPERIENCE:**

Working knowledge of Microsoft Office suite (Word, Excel, Outlook, Power Point)

Knowledge/experience in construction a plus

**WORKING CONDITIONS:**

Both office and field environment. May be exposed to different weather conditions as majority of time will be spent outdoors.

**LOCATION:**

Puget Sound Region

**TYPICAL PHYSICAL DEMANDS:**

May sit for long periods of time.

Frequent walking in construction or pit type environments. May include hills, stairs and uneven terrain.

May require infrequent lifting up to 50lbs.

Frequent driving to/from jobsites and offices.

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*The above statements are intended to describe the general nature and level of work being performed by a person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. All or any portion of this job description is subject to elimination, modification or addition at any time at the discretion of the company.*

*This Job Description Does Not Constitute a Contract for Employment.*

*We are a federal contractor and an Equal Opportunity Employer of protected veterans and individuals with disabilities. We do not illegally discriminate in our employment decisions based on age, race, color, national origin, religion, sex, marital status, sexual orientation, physical or mental disability, veteran status or pregnancy, or any other basis prohibited by local or federal law.*

*We are also an Affirmative Action Employer and are committed to the inclusion of all qualified individuals in our employment selection process.*

***IT IS POLICY NOT TO ACCEPT PHONE CALLS ABOUT THIS OR ANY OTHER ADVERTISED POSITION.  
PLEASE DO NOT CALL ABOUT THIS JOB POSTING.***

***SUBMIT RESUMES TO: [RESUME@GMCCINC.COM](mailto:RESUME@GMCCINC.COM)***

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