



1608 Fifield Road  
PO Box 111  
Pella, IA 50219  
641-628-4590 office  
641-628-0064 fax

---

## Job Description

# Safety Manager

**Position Type: Full Time**

**Location: Varies**

**Pay: To be determined, dependent on experience.**

### Overview

A Safety Manager **develops, implements, and oversees workplace health and safety programs, ensuring compliance with OSHA and other regulations by conducting audits, providing training, investigating incidents, and creating a strong safety culture to prevent injuries and minimize risk for employees and the organization.** Key duties involve policy creation, risk assessment, emergency planning, record-keeping, and acting as a liaison between management and staff on all safety matters, often involving both office and field work.

### Skills & Qualifications

- Deep understanding of health & safety principles and regulations.
- Strong communication, leadership, and people skills.
- Excellent analytical and problem-solving abilities.
- Experience with safety management systems (e.g., SMIS).
- Have the ability to understand, read and write in English.
- Have the ability to stand and walk for long periods of time on uneven and various surfaces. This position is NOT strictly a "desk job".
- Have the ability to sit for extended periods of time.
- Experience in Microsoft Word, Excel and Outlook, and be computer savvy.
- Must be at least 18 years old.
- Have a good moral character.
- Have the ability to within a team and work independently.
- Self-Motivation is required.
- Flexibility to work outside of normal business hours

**Celebrating 35 years in business!**



1608 Fifield Road  
PO Box 111  
Pella, IA 50219  
641-628-4590 office  
641-628-0064 fax

---

## **Nature of Work / Job Functions**

### **Program Development**

- Create, implement, and maintain comprehensive safety policies, procedures, and strategic plans.

### **Compliance & Auditing**

- Conduct regular workplace inspections, audits, and risk assessments to ensure adherence to federal, state, and local safety laws (like OSHA).
- Inspect work areas and jobsite regularly. Spot risks and hazards that may not always be obvious. Prevent hazards from becoming an accident and identify ways to prevent the incident from reoccurring.

### **Training & Education**

- Develop and deliver safety training for employees, supervisors, and management on topics like hazard communication, emergency response, and safe work practices.
- Stay current with changing safety regulations, industry standards and best practices, ensuring the organization remains compliant.

### **Incident Management**

- Lead accident/incident investigations, document findings, and implement corrective actions to prevent recurrence.

### **Reporting & Documentation**

- Maintain accurate safety records, performance metrics, and reports for regulatory agencies and internal review.
- Advise senior leadership on safety program issues and effectiveness of injury prevention strategies.
- Develop, implement, and manage injury and illness prevention programs by performing root cause and failure analysis for incidents.
- Collaborate with cross-functional teams, including HR, Operations and Facilities to address safety concerns and improve overall safety performance.

### **Culture & Awareness**

- Promote a positive safety culture through awareness campaigns, recognition programs, and empowering employees.

### **Emergency Preparedness**

- Develop and update emergency action plans and serve as the primary contact for site incidents.

### **Liaison**

- Collaborate with management, HR, and other departments to address safety concerns and mitigate hazards.

**Celebrating 35 years in business!**



1608 Fifield Road  
PO Box 111  
Pella, IA 50219  
641-628-4590 office  
641-628-0064 fax

---

### **Typical Duties**

- On-site safety assessments and education.
- Review and update safety manuals and emergency response plans.
- Evaluate new projects for potential safety risks.
- Manage safety-related budgets and resources.
- Provide technical guidance on safety protocols.
- Perform other duties as assigned.

### **Classification Standards**

- This position reports directly to the Project Manager, Human Resources, and President.

### **Non-Essential Job Functions**

- Be knowledgeable of and comply with TK Concrete's safety and administrative policy.

### **Licenses/Certifications**

- Driver's license

### **Benefits**

- Health & Dental Insurance
- 401k with company match
- PTO

**Celebrating 35 years in business!**