



SEFNCO Communications is seeking a qualified individual for the Safety and Compliance Coordinator position at our Portland, OR facility!

Operating from multiple locations, SEFNCO Communications has the ability to provide single source engineering, construction, and management solutions that meet the growing needs of phone, broadband, cable and cellular companies throughout the Western United States. Our expertise has positioned us to support local, State, and Federal agencies, including military installations. It is the same fundamentals that founded the company that drive the company today. SEFNCO Communications is committed to providing the highest level of quality service to our customers and the communities we live in.

Summary:

The primary role of the Safety & Compliance Coordinator (S&CC) is to support employees and facilities by administering and maintaining the SEFNCO Communications Safety & Compliance program. The goal is to minimize the frequency and severity of accidents and injuries as well as reducing the risk to health and environment. The S&CC is responsible to facilitate and reduce claims that are the result of damaged utilities caused by construction incidents. Development of safety topics, facilitating safety meetings and training employees on safety & compliance will be required. Make recommendations to leadership in regard to resolution and corrective action related to vehicle, property and injury incidents. Administer the OSHA, WA L&I, CalOSHA, DOT, ANSI and other industry related governmental programs and requirements.

Primary Duties:

- Facilitate safety meetings at all locations
- Facilitate Safety Committee
- Ensure compliance with all governmental agencies including OSHA, DOT, CalOSHA, ANSI and WA L&I
- Perform site safety & compliance audits, prepare report and communicate findings
- Assist with claim process and reporting
- Monitor Subcontractors Safety & Compliance
- Monitor and report on the calls to the How's My Driving line
- Assist in the development of company policies and procedures related to safety & compliance
- Stay abreast of safety & compliance rules and regulations through research and education
- Prepare and present reports summarizing accidents, utility hits, injuries and near misses
- Investigate accidents and incidents and prepare report
- Provide training on safety and compliance topics
- Maintain relationships between company and outside agencies such as OSHA, L&I etc.

Secondary Duties:

- Ensure safety manual is current and applicable through annual verification
- Ensure all company facilities are inspected on a monthly basis to reduce and risk
- Coordinate with insurance representative on claims and accidents

- Ensure personal protective equipment is supplied, functional and appropriate
- Ensure MSDA program is in place and up-to-date as required
- Ensure company is in compliance with first aid, CPR and Bloodborne pathogen training requirements
- Perform other duties as assigned

Skills/Qualifications:

- Valid US Driver's license
- Clean driving record
- Certification in OSHA 10 & 30 or like program
- Ability to carry out assigned projects to their completion with minimal supervision
- Ability to work independently with a multitude of tasks
- Ability to communicate effectively, both verbally and in written form
- Highly organized person and can show planning and processes to support daily work
- Ability to maintain and ensure confidentiality
- Working knowledge of insurance industry
- Experience with risk management programs
- Knowledge of health and safety, environmental and loss prevention procedures
- Lift and carry up to 70 lbs
- Ability to read and understand maps, drawings and diagrams for projects we construct
- Must pass UI Test (urinalysis)
- Proficient with Microsoft Office products - Outlook, Excel, Word, Etc...
- Oral presentation skills and ability
- Positive people skills and pleasant demeanor
- Punctual & dependable
- Occasional travel required

Benefits:

- Competitive wage
- Medical
- Prescription
- Vision
- Dental
- 401(k)
- Paid Time Off (PTO)
- Holidays
- Life Insurance/AD&D

To apply, send resume via email careers@sefnco.com to this posting RE: Safety and Compliance Coordinator_Portland

Pre-employment drug screen and criminal background check required.

SEFNCO participates in E-Verify and E-Screen.