



Qualified applicants should send their resume to:
recruitment@gbca.com

DIRECTOR OF SAFETY SERVICES

Reports To: President **Salary:** Commensurate with experience.

Position Summary: This full-time position is responsible for all phases of the GBCA Safety Department including, but not limited to, coordinating all programs, committee activities, and training and education efforts by performing the following duties.

Essential Duties and Responsibilities: include the following, other duties may be assigned:

- Provide leadership of a Safety Program that is seen as the expert and “sounding board” of and for the commercial construction industry
- Develop and oversee an operating budget for the Safety Department
- Perform special projects as assigned by the President
- Provide onsite or telephone safety consultations
- Provide onsite or downloadable “Toolbox Talks”
- Provide assistance with the development and review of Job Hazard Analysis
- Review and/or develop Safety Program’s for Association members
- Address safety questions involving OSHA, the International Construction Code, and Philadelphia City Ordinances
- Assist in OSHA Standard interpretation
- OSHA citation review and assistance in preparation for an OSHA Informal Conference
- Provide in-house OSHA 10-Hour Construction Outreach training
- Provide in-house OSHA 30-Hour Construction Outreach training
- Incorporate AGC of America’s safety curriculum/training programs in the GBCA safety program
- Act as liaison with the Department of Licensing & Inspections, to coordinate legislative and safety activities on issues relating to construction safety and related area;
- Monitor OSHA developments that may impact contractors and prepare comments for potential association actions related to OSHA issues
- Monitor city, county, and state legislation concerning safety issues
- Evaluate loss reports and other data to determine industry injury or accident trends and develop recommendations for action
- Prepare and implement new safety and loss control programs to meet changing needs and expectations of the membership
- Attend public hearings and other construction related committee activities as needed
- Provide content for the GBCA digital and print publications, and AGC publications
- Plan and execute safety-related informational seminars/workshops
- Coordinate various safety award programs including GBCA Project Safety Awards, GBCA CEA Safety Excellence Awards, NASA program, AGC Construction Safety Excellence Awards (CSEA), and Roundtable Construction Industry Safety Excellence (CISE) awards

Qualified applicants should send their resume to:
recruitment@gbca.com

- Remain active in several committees, boards, associations, and organizations, i.e.; Mid-Atlantic Construction Safety Council, American Society of Safety Engineers, etc.
- Act as a representative for GBCA and its members with other community safety forums

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience: Bachelor's degree preferred, but not required. Five to eight years related experience and/or training is required. An equivalent combination of education and experience may be substituted.

Communication Skills: This position requires the following abilities: to read, analyze, and interpret common industry related journals, financial reports, and legal documents; to respond to common inquiries or complaints from members, regulatory agencies, or members of the construction community; to write reports and articles for publication that conform to prescribed style and formats; and to effectively present information to top management, clients, external groups, and/or boards of directors.

Human Relations Skills: Highly developed verbal skills are required to communicate technical concepts and ideas in individual, group and large audience situations internal and external to the organization. External groups may include Association members, committees, regulatory agencies, union representatives and other organizations in the construction industry. Internal groups include other staff members and the AGC national organization. Skill in establishing and maintaining cooperation, understanding, trust and credibility is important to job success. Ability to influence the behavior of others and use mediation techniques for dealing with conflict and disagreements of a sensitive and emotional nature is important.

Computer Skills: Requires a basic operating knowledge of computers including a beginning level of MS Outlook, Word, Excel, and PowerPoint.

Certificates, Licenses, and Registrations: This position requires a current State driver's license and a valid OSHA 10/30 Hour Teaching Certificate (OSHA 500).

Physical Requirements and Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment. This person must speak clearly using the English language to accurately convey information and be able to hear at normal speaking levels both in person and over the telephone. Vision correctable to 20/40 is required to review written materials.

Occasional exposure to adverse working conditions. Work may be performed in cramped or awkward positions. Occasional exposure to safety hazards, noises, traffic, inclement weather conditions, climbing and/or lifting (30+ lbs.) chemicals and other hazardous materials, and machinery.

We are proud to be an EEO employer M/F/D/V. Minority and women are encouraged to apply. We maintain a drug-free & nicotine free workplace.