



**REVOLUTION
RECOVERY**

♻️ YOUR CONSTRUCTION WASTE.

JOB DESCRIPTION SAFETY COORDINATOR – ENTRY LEVEL

SUMMARY OF POSITION

Revolution Recovery is a growing recycling company that specializes in handling construction waste. We are seeking a bilingual Safety Coordinator who will be responsible for improving and maintaining safety in the workplace. This entry-level position will include an office space in Northeast Philadelphia, but personal transportation to facilities in New Castle, DE and Allentown, PA is required. Candidates must be exceedingly well-organized, detail-oriented, self-motivated, and enjoy the challenges associated with improving systems for a growing, sustainable company.

DUTIES AND RESPONSIBILITIES

- Coordinate Safety Academy and Orientation for new employees
- Conduct safety and health walk-through inspections of all workplace facilities
- Stay up-to-date on current and upcoming Local, State and Federal environmental health and safety regulations
- Help identify, determine causes and address any workplace-related near misses/accidents
- Process insurance claims including documentation for auto and workers compensation claims, and oversee work-health visits when needed
- Coordinate and oversee applications and renewals of environmental health and safety related state/municipal permits, certifications, and licenses

WORK ENVIRONMENT

- This job is performed equally at a desk and in a warehouse/yard
- Proper safety gear must be worn, which may include a respirator, when not in the office

QUALIFICATIONS

- Mandatory Requirements
 - Bilingual in English and Spanish
 - Valid driver's license
 - Strong computer skills including use of documents, spreadsheets, slideshows and email
 - Ability to remain calm and collected in the event of an emergency
- Not required but strongly preferred
 - Associate's or Bachelor's degree in Occupational Health & Safety, Safety Management or related field, or equivalent experience
 - OSHA Certification

This is a full time position that includes a full benefits package and offers potential for growth.

Our company is committed to ensuring equal opportunity in all employment decisions, policies, and practices and is compliant with all EEO regulations.

Interested candidates should submit a resume to hr@revolutionrecovery.com.

****Resumes must be submitted to be considered.** No phone calls please.**