



SAFETY MANAGER

Updated: July 2024

Division:	Azteca Enterprises, LLC.
Project Location(s):	Dallas, TX
Minimum Years Exp:	5+
Travel Involved:	None/Not Specified
Job Type:	Full Time
Job Classification:	Skilled – Safety Operations
Education:	Bachelor's Degree and/or Experience Apply
Job Family:	Construction
Report To:	Safety Director

Position/ Job Description:

The Safety Manager's primary function for **AZTECA ENTERPRISES, LLC.**, is essential to the successful operation of projects. This position is important to our firm and the fulfillment of the duties and responsibilities contributes to the overall success of the company.

The purpose of this standard job description is to define the duties, authorities, and responsibilities of the Safety Manager. To promote a harmonious relationship between the Safety Manager, Safety Director, Project Superintendent, Subcontractors, Foreman, and crews, who must work closely together.

The Safety Manager is directly responsible to the Safety Director, Safety Manager and VP of Operations for the proper discharge of his/her duties. He/she may delegate portions of his/her authority to other qualified personnel, but not responsibility.

Essential Duties and Responsibilities

The Safety Manager's primary function for **AZTECA ENTERPRISES, LLC.**, consists of the following:

- a. Assist with efficient coordination of field and office activities on assigned projects, including all safety procedures.

The Safety Manager's function is essential to the successful operation of projects. He/she must have the following qualifications:

- b. A thorough knowledge and background in the construction and safety industry.
- c. Maintain a high degree of integrity, loyalty and honesty; not divulge to outside parties' information of a confidential nature pertaining to the company's operations or bids.
- d. Able to assist with overseeing and ensuring a safe and accurate working condition.
- e. The ability to get along with people and to communicate in a professional manner with inspectors and others having a direct interest in a project being constructed.
- f. Ability to carry out the duties described in the job description in an efficient manner.
- g. Able to speak Spanish & English. Spanish not necessary for all projects.

The Safety Manager's principal duty for **AZTECA ENTERPRISES, LLC.**, is to assist with the daily details of the project, including site inspections, safety meetings, inventory, new hire orientations, changes and coordination of office and field activities during the construction period *Specifically*:

DUTIES

- 1) Oversee the Project Specific Safety Program.
- 2) Maintains a high level of safety awareness and performance at project work sites.
- 3) Conduct project safety orientations.
- 4) Provide managers, supervisors, subcontractors, and other appropriate personnel with updated safety info.
- 5) Manage Project OSHA citations and incorporates regulatory changes issued by OSHA and other agencies, by notifying the management team, project managers, and other appropriate personnel.
- 6) Develop safety programs and manuals for contractors and clients.
- 7) Provides needs assessment, safety training and development as required.
- 8) Conducts weekly worksite JHA's or other safety conscious meetings.
- 9) Investigates incidents, accidents and near misses.
- 10) Accompany inspectors on inspections at company work sites, when possible.
- 11) Monitors and enforces safety adherence to company safety program by all employees as well as subcontractors.
- 12) Performs site safety audits, employee site training and inspections.
- 13) Advise and lead employees on various safety-related topics.
- 14) Adhere to all the rules and regulations.
- 15) Work with HR to set up a new employee on-boarding process for safety.
- 16) Maintain files and safety records.
- 17) Knowledge of overall safety and drug-free programs.
- 18) Issue PPE, when needed.
- 19) Analyze jobsite hazards for employee safety.
- 20) See that safety regulations are followed by the company and subcontractor crews.
- 21) Represent the company in the capacity of Project Safety Manager to oversee Safety Program.
- 22) Enforce preventative measures.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- 1) Knowledge of standard OSHA guidelines
- 2) Knowledge of construction terminology
- 3) Planning and organizational skills
- 4) Ability to implement and coordinate safety procedures.
- 5) Ability to operate a personal computer and various software programs.
- 6) Ability to manage multiple tasks.

Authority

The Safety Manager derives authority from the Safety Director, Operations Manager and VP of Operations and is granted full authority to perform the duties set forth in this job description. Our goal is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest.

CONCLUSION

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. The President, Vice President, Operations Manager, or Human Resources to suit the needs of the company will from time to time alter those duties.

This standard procedure for the job description of the Safety Manager will become part of the company policy, upon the approval of Upper Management and remain in effect until superseded or canceled by the same authority.