**Position Description – Safety Manager**

**Position Description:** Safety Manager  
**Company:** TheSmith & Oby Company  
**Location:** Cleveland, OH  
**Reports to:** President and General Manager

**Overview:**  
Smith & Oby, a leading provider in the HVAC industry, is seeking a dynamic and experienced Safety Manager to oversee employee safety in Cleveland, OH and Charleston, WV.

**Key Responsibilities:**

* Lead safety representative for the company.
* Accident reporting, including the First Report of Injury and OSHA Accident Reports.
* Oversight of the Drug Free Workplace Program, including assisting the designated employee representative. Along with Industry Specific Safety Program.
* OSHA record keeping and reporting including Annual Report submission/posting, recordable incident rate reporting.
* Bureau of Workers Compensation administration including Experience Modification Rate calculation support, third party administrator management, managed care organization management.
* Attend Monthly Safety Council Meetings for both Service and Construction Company.
* Maintain Third-party Safety sites (ISNetworld, Avetta, etc.)
* Maintain badging requirements for projects and assist in renewing and obtaining new ones for employees.
* Promotion and maintenance of OSHA 30 Hour and 10 Hour Certifications and documentation.
* Routine safety inspections of job sites, the sheet metal shop, the pipe fabrication shop, and the office environment.
* Promotion of personal accountability for safety among the workforce.
* Maintenance of Safety Data Sheets.
* Administration and enforcement of the Company’s written safety procedures including its Safety Policy and Site-Specific Safety Plans, obtaining employee acknowledgement of familiarity with and training on such plans etc.
* Administer, lead, and take part in regular workforce safety training.
* Attend all jobsite required meetings.

**Qualifications:**

* Bachelor’s Degree in Safety, Construction Management or a similar field of study.
* 0-2 years’ experience in the construction industry
* OSHA 30 Hour in Construction
* First Aid/ CPR training
* Strong Communication and Interpersonal Skills
* Pre-employment drug screening

**Compensation & Benefits:**

* **Base Annual Salary:** $60k - $75k based on experience.
* **Bonus Potential:** 10% of salary based on company performance.
* **Car Allowance:** Reimbursed at the GSA mileage rate.
* **Additional Benefits:** Comprehensive health, dental, and vision plans, 401(k) with company match & profit sharing, paid time off, and health club allowance after 1-year.

Please submit all resumes to Jake Wattenbarger (jwattenbarger@smithandoby.com).