



**JOB TITLE:** Health & Safety Coordinator  
**FLSA:** NON-EXEMPT  
**DATE:** September 1, 2024  
**DIVISION:** Operations  
**REPORTS TO:** General Manager  
**COMPENSATION:** \$27.00 - \$37.00 D.O.E. (We do not pay below any local minimum wage)  
**DEADLINE:** October 31<sup>st</sup>, 2024

---

***CGRS is a dynamic, team-oriented company with an amazing culture summarized by our mission statement: "We deliver quality solutions with integrity and expertise every time." We believe that our greatest asset is our employees, and we enable our employees to provide our clients a world-class customer experience. If you have experience and certification in Health & Safety, and would like to join a team like this, then this job could be for you!***

***CGRS offers health, dental and vision insurance, competitive wages, 401(k), paid vacation, sick time, and strongly believes in work/life balance.***

## **POSITION SUMMARY**

The CGRS Safety Coordinator is an entry level position requiring some construction site experience which provides administrative compliance support to the company safety consultant, Fleet Manager, Facilities Manager, HR Director, and other department and management personnel. Monitors federal, state, and local regulatory requirements and provides technical support to personnel to ensure compliance with these regulations.

## **PRINCIPAL ACCOUNTABILITIES**

- Develop and regularly review and update written health and safety programs, compliance plans, and standard operating procedures (SOPs) covering work activities at the company, division, and site level.
- Advise staff on changes to programs, plans, and SOPs.
- Help interpret regulatory standards and codes and provide updates when there are regulatory changes.
- Identify compliance training needs and develop related training content to deliver in-person or over a learning management system (LMS).
- Work with others to deliver new-hire training to staff.
- Schedule and deliver compliance training internally or through outside providers, as appropriate.
- Track compliance training and send reminders when training needs to be refreshed or is approaching expiration.
- Select and source PPE, ensuring equipment remains well-stocked.
- Help maintain safety equipment, including regular calibration, recertification, and testing.



- Conduct incident investigations, review incident reports, and ensure prompt follow up on any corrective actions identified.
- Assist with claims management and return to work procedures following an incident.
- Perform and document frequent and regular audits of worksites, including company offices, shops, and field locations.
- Coordinate additional site audits through our safety consultant and review and follow up on any deficiencies identified.
- Develop a compliance action calendar and manage and track actions through to completion.
- Identify industrial hygiene sampling needs and coordinate sampling with a third-party.
- Oversee new and existing employee audiograms, respirator medical evaluations and fit testing, and other medical surveillance programs as they apply.
- Maintain and update employee exposure and medical records.
- Manage safety committee meetings and other company-sanctioned safety functions.
- Maintain compliance with third-party contractor qualification websites (e.g., ISN, Avetta, others).
- Assist with subcontractor prequalification reviews and ongoing management.
- Manage non-DOT and DOT drug and alcohol testing programs and consortium/TPA websites, including pre-employment, random, reasonable suspicion, post-incident, and return-to-work testing.
- Assist with FMCSA program management, including motor carrier registration, DQ and VM files updates, DOT physicals, required equipment provisioning, and HOS/RODS tracking.
- Facilitate the installation of GPS in vehicles.
- Track and organize e-files through CGRS's database, Connect™, as appropriate (i.e., certifications, inspections, workers compensation, etc.).
- Facilitate data entry for California regulations such as adding diesel driven vehicles in CTC-VIS system

## **MINIMUM QUALIFICATIONS**

- Basic knowledge of OSHA regulations. FMCSA/PHMSA knowledge is a plus.
- Must be very organized and willing to work independently
- Familiarity with Microsoft Suite
- Must be able to initiate responsible action
- Be professional and have good people skills
- Attention to detail required
- Must be willing to manage an ever-changing workload
- Patience and time flexibility are important
- Willingness to participate in ongoing continuing education through on-site workshops and seminars
- Demonstrate teamwork to carry out CGRS policies and goals
- A willingness to learn new laws and areas of work
- Able to solve problems and resolve conflict
- Experience managing multiple projects



- Valid Colorado driver's license and acceptable driving history is required

## **EDUCATION**

- Associate degree or equivalent training in environmental, health, and safety, or any closely related field

## **EXPERIENCE**

- At least two (2) years of compliance experience with a breadth and depth of duties such as those outlined in this description. Must have one (1) year of experience on construction sites.

## **CERTIFICATIONS/LICENSES**

- 40-Hour OSHA HAZWOPER, Excavation Competent Person, and Confined Space Competent Person training is preferred.
- Professional safety-related certification is preferred.

## **SUPERVISORY RESPONSIBILITY**

- This position has no direct supervisory responsibilities but does serve as support for department and management personnel

## **EQUIPMENT USED**

- Operates in a professional office environment and requires field knowledge of applicable equipment used within the organization
- Routinely uses standard office equipment such as computers, phones, copiers, and fax machines
- While performing some duties of this job, the employee will be outside on a job site
- All required PPE for the site is required

## **TYPICAL PHYSICAL DEMANDS**

- Employee is regularly required to talk or hear
- The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms
- The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl
- The employee must be able to lift and move up to 80 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

## **TYPICAL MENTAL DEMANDS**

- Must be able to speak professionally and in a polite manner
- Requires ability to adapt to change quickly with ever-changing requests



**We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.**