

## POSITION: Safety Manager

**Location:** Columbus, OH

**Reports to:** Vice President

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### ABOUT US

MAC Construction is a multi-generational family business with over 50 years of excellence in commercial construction. Now led by the 3rd generation of McEnery family members, brothers Steve and Matt, we continue the legacy of our founders by building enduring projects and partnerships with clients.

Our diverse portfolio includes multi-unit retail, restaurants, offices, and industrial facilities across the region. With each project, MAC aims for exceptional results and a positive legacy impact for clients, engaged team members, and the neighboring community.

Our values, learned from our family's leadership, are embodied in the acronym C.R.E.S.T.: Customer Focus, Respect for People, Excellence in Execution, Safety, and Team Collaboration.

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### OUR VALUES

- **Customer Focus:** We consistently deliver exceptional service by educating, collaborating, and engaging with our clients. Our goal is to make a positive impact beyond the construction site, building lasting relationships based on trust, integrity, and timeliness.
- **Respect for People:** We treat everyone with kindness, compassion, and respect. We honor our heritage and operate with honesty and transparency, dedicated to investing in our team's growth and development.
- **Excellence in Execution:** We strive for excellence in every project we undertake by committing ourselves to completing every project on time. We pay attention to detail, uphold high standards, and continuously seek improvement to ensure the highest quality outcomes.
- **Safety:** We maintain safety in every aspect of our work, from conference rooms to construction sites. We take responsibility for our actions, overcome challenges with determination, and always prioritize safety.

- **Team Collaboration:** We value teamwork and believe that collaboration leads to better results. We foster an inclusive environment where every team member's contribution is respected and valued, working together to achieve our common goals.
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## **ESSENTIAL FUNCTIONS**

### **Safety Management**

- Oversee the company's safety protocols, ensuring a safe working environment for all employees.
- Ensure compliance with safety standards and promote a culture of safety and well-being within the company.

### **Safety Training and Documentation**

- Responsibilities include managing safety training schedules, maintaining safety manuals, and representing the company at safety council meetings.
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## **RESPONSIBILITIES**

### **Safety Management**

- Develop, implement, and maintain safety programs and policies.
- Conduct regular safety audits and inspections to ensure compliance with OSHA regulations and company policies.
- Investigate accidents and incidents, determine causes, and recommend preventive measures.
- Manage the company's safety documentation, including manuals, policies, and training records.
- Ensure all safety equipment and personal protective equipment (PPE) are available and in good condition.
- Oversee DFWP (Drug-Free Workplace) Training, ensuring all team members complete the required annual training to maintain full compliance with BWC requirements and eligibility for Group Discount opportunities.

### **Training and Development**

- Organize and schedule safety training for all employees, maintaining a master training log.
- Develop training materials and conduct safety orientations for new hires.

- Provide ongoing safety training and education to employees and subcontractors.
- Maintain updated safety manuals and documentation.
- Organize and schedule mandatory safety and compliance training for all DFWP Training.

### **Safety Representation**

- Represent the company at monthly BX safety council meetings and quarterly BX safety advisory and well-being councils.
- Serve as the company's safety representative for any external safety audits or inspections.
- Liaise with regulatory bodies and industry groups to stay current on safety standards and best practices.
- Collaborate with project managers and supervisors to ensure safety compliance on all job sites.
- Manage Safety Council participation, ensuring attendance at a minimum of 10 out of 12 meetings annually to maintain the BWC DFWP program participation.

### **Availability**

- Maintain availability and accessibility to address emergencies or critical issues as needed, ensuring timely and effective resolution.

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## **SKILLS & QUALIFICATIONS**

### **Organizational and Time Management Skills**

- Exceptional organizational abilities are vital for managing multiple tasks, documents, and deadlines effectively.
- Excellent time management skills are crucial for prioritizing tasks efficiently and meeting deadlines in a fast-paced construction environment.
- The ability to handle various responsibilities simultaneously while maintaining high-quality work is essential for success in this role.

### **Attention to Detail**

- A keen eye for detail is necessary to ensure accuracy and completeness in safety audits and incident investigations.

### **Communication and Collaboration**

- Strong verbal and written communication skills are necessary for effective collaboration with project teams, subcontractors, and stakeholders.

- A collaborative mindset and willingness to support project teams and colleagues are critical for success in this role.

### **Self-Motivation and Accountability**

- Proactive and self-motivated individuals who can identify and address tasks independently will excel in this role.
- Demonstrated accountability and reliability in completing tasks accurately and on time are fundamental qualities for the position.

### **Technical Proficiency**

- Proficiency in construction safety software, such as Procore or equivalent, and Microsoft Office Suite, is required.

### **Adaptability and Composure**

- Adapting to changing priorities and handling unexpected challenges with composure is essential in the dynamic construction industry.

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## **EDUCATION & EXPERIENCE**

- High School Degree or Equivalency
- Associates/College level coursework in Safety Management or a related field preferred
- OSHA 30-hour Construction Safety Certification required
- A Certified Safety Professional (CSP) or similar certification preferred
- Minimum of 3 years of experience in a construction safety role

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## **PHYSICAL REQUIREMENTS**

- Complete all physical requirements of the job with or without reasonable accommodation to perform the essential functions of this job successfully.
- Endure potential exposure to weather such as heat and/or humidity and cold.
- Endure exposure to fumes, airborne particles, dust, asphalt, and moving mechanical parts. Conditions can also include the risk of electrical shock and vibration.
- Endure potential exposure to a loud work environment.
- Must be able to walk, climb stairs, sit, stand, and reach with hands and arms.

- Be able to talk and hear at normal levels.
  - Be able to see with close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.
  - Use hands and fingers to operate tools and other business machines.
  - Lift and/or move up to 50 lbs.
  - Travel as needed.
  - Adhere strictly to the MAC Drug-Free Workplace Policy and pass drug screens as requested.
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## **COMMITMENT**

With this signature, I acknowledge that I have thoughtfully read, considered, and agree to everything included in this Job Description. This includes attesting that I will meet all included requirements and qualifications:

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EMPLOYEE SIGNATURE

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MAC EXEC SIGNATURE

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EMPLOYEE NAME

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MAC EXEC NAME

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DATE

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DATE

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