

## **SITE HEALTH AND SAFETY OFFICER**

Arrowhead Contracting is a diversified general construction and environmental remediation firm based in the metropolitan Kansas City area. For over 34 years, Arrowhead has maintained an impressive track record of continuous growth, diversification, and stability. Arrowhead serves a variety of clients, including the Environmental Protection Agency, US Army Corps of Engineers, Department of Defense, Civilian Federal Agencies, Industrial, Utility, and Native American Tribes. We provide multi-discipline construction and environmental remediation services at project sites throughout the country.

Arrowhead offers highly motivated individuals excellent career growth opportunities, competitive salary and bonus compensation, and a full benefits package.

### **POSITION SUMMARY**

The Site Health and Safety Officer is responsible for the overall safety of all elements at a specific project location, consistent with the Site-Specific Health and Safety Plan and Corporate Health Safety Program.

### **FUNCTIONS OF THE POSITION**

- Develop, implement, and manage all Health and Safety (H&S) strategies and programs for the company, which includes leading and managing projects related to overall H&S strategy development, key performance indicators, benchmarking, and corporate policies and goals.
- Design, develop, implement, and maintain the H&S compliance programs to ensure compliance with the applicable federal, state, and local laws, rules, and regulations, and applicable company requirements.
- Interface with the company's Executive Team and middle management in the implementation and management of all H&S compliance programs.
- Develop, manage, implement, and train to requirements of Activity Hazard Analyses (AHAs) for construction and environmental remediation activities.
- Plan, develop, and implement safety training for new employee orientation and for current employees.
- Identify, evaluate, and abate hazardous conditions and practices in the workplace.
- Coordinate and conduct on-site inspections to audit physical conditions and safe work practices.
- Coordinate and manage any emissions testing and/or personnel exposure testing, including review and interpretation of testing and monitoring results and recommendations of opportunities for eliminating personnel exposures.
- Manage OSHA recordkeeping and reporting requirements.
- Manage the company's Safety Data Sheet (SDS) system.
- Manage and coordinate all activities associated with compliance for applicable environmental regulations, including but not limited to EM 385-1-1, CAA, CWA, CERCLA, RCRA, and TSCA.
- Ensuring timely preparation and submission of applicable environmental permit applications as necessary.

- Managing annual safety and environmental calendars to ensure timely submission and compliance with federal, state, and local regulations for all EHS reporting requirements.
- Prepare project planning documents such as the HASP, EPP, SPCC, SWPPP and hazardous waste minimization plans
- Manage NPDES and RCRA requirements and compliance strategies; ensure that all waste materials are properly identified/classified, and arrange for cost-effective off-site disposal.
- Ensure that accidents or incidents/near misses are appropriately reviewed, investigated, and reported in accordance with regulatory and company requirements, and that identified corrective actions are tracked and implemented in a timely manner.
- Develop and maintain the Company's written H&S program. Prepare PowerPoint presentations and training materials for H&S programs. Ensure all materials are completed and maintained clearly and professionally.
- Assist Engineering in projects that affect safety and environmental compliance.
- Assist Management in reviewing projects relative to proper levels and coverages for property, casualty, and pollution insurance.
- Conduct environmental and safety audits of the company's operations.
- Work with third-party contractor, when necessary, to provide training and orientation for on-site personnel.

#### **PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor of Science in Chemical Engineering, Industrial Engineering, Environmental Engineering, Occupational Safety and Health, Chemistry, or a related field
- Minimum of 3 years of experience as a safety officer on construction and/or environmental remediation projects

#### **SKILLS, KNOWLEDGE, AND ABILITIES**

The candidate will be knowledgeable of the applicable EHS regulatory regimes, including but not limited to: OSHA; USACE Safety and Health Requirements Manual EM 385-1-1, CAA, CWA, TSCA, RCRA, and CERCLA.

The candidate will understand safety protocols and requirements of federal customers, including USACE, EPA, DHS/CBP, NASA and others.

They will have the ability to read, research, interpret, and discuss laws, rules, and regulations and their impacts to the company and/or project operations.

The candidate will be proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook), Microsoft Project, and/or Primavera P6 and demonstrate strong professional writing, research, and analytical skills, and verbal communication.

They will be able to work well alone and as part of a team. They will be able to prioritize and manage multiple projects in a fast-paced work environment. They will have good negotiation, conflict-resolution, and problem-solving skills. They will have knowledge of business principles and practices, planning, records management, and general administration.

**LICENSES, CERTIFICATIONS, AND/OR TESTING**

The candidate must have current certification as a Certified Industrial Hygienist or have the ability to complete the certification processes within 12 months of being hired. The candidate must possess a valid driver's license and have a safe driving history. The candidate will also be required to have a current security clearance or ability to obtain security clearance.

**TRAVEL**

75-100% (during the week)

**LOCATION**

4- to 12-month assignments in the midwest/southern/east coast of US

**DISCLAIMER**

The above information in this job summary has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contact or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. EOE/M/F/D/V