



SMNC Properties, LLC

St. Mary's, AK • 907-438-2315
 Fairbanks, AK • 907-712-4242
 Honolulu, HI • 808-425-0118

Anchorage, AK
 840 K Street., Ste. 200 • Anchorage, AK 99501
 Phone 907-302-0750 • Fax 907-302-1725

JOB TITLE	Safety Manager SSHO	LOCATION	Honolulu HI
TYPE OF POSITION	Full-Time, Regular	SCHEDULE	Varies 0700 to 1700 hrs
FLSA STATUS	Exempt	REPORTS TO	PM, SMNC Properties
SUPERVISES	Construction Team	DATE POSTED	1/14/2023

JOB SUMMARY:

The Safety Manager will be responsible for implementing safety regulations to minimize the risk of injuries or accidents on the construction work site. The Safety Manager will conduct safety audits and inspections each day to ensure the personnel, equipment and materials are in compliance with government safety regulations.

ESSENTIAL FUNCTIONS/JOB DUTIES:

- Implementation and administration of project Accident Prevention Plan, Environmental Protection Plan and applicable safety standards as warranted from the EM 385 1-1, OSHA 1926 Standards, and Company Safety and Health Program whichever is more stringent shall apply.
- Assist in control of hazardous working conditions and activities through interface with project management team and subcontractors.
- Conduct daily safety and health inspections and maintain a written log which includes area/operation inspected, date of inspection, identified hazards, recommended corrective actions, estimated and actual dates of corrections.
- Attach safety inspection logs to the Contractors' daily production report.
- Conduct mishap investigations and complete required accident reports. Report mishaps and near misses.
- Use and maintain OSHA's Form 300 to log work-related injuries and illnesses occurring on the project site for Prime Contractors and subcontractors and make available to the Contracting Officer upon request. Post and maintain the Form 300A on the site Safety Bulletin Board.
- Conduct indoctrination to new workers to the project including subcontractors.
- Conduct briefings for visitors to the project site on activities and associated hazards. Ensure PPE are available for visitor use.
- Communicate and collaborate daily with project management team and subcontractors.
- Conduct daily safety inspection with the emphasis on continuous improvement and best practices. Maintain project safety and occupational health deficiency tracking system.
- Investigate all injury and property damage incident and accidents occurring on the project. Identify cause(s) and lessons learned.
- Develop Activity Hazard Analysis (AHA) for work activities as identified in the specifications.
- Conduct weekly safety meetings to cover safety topics pertaining to the project or specific work activity.
- Issue safety violations to employees as warranted.
- Participate and assist in emergency planning and evaluation.
- Ensure safety equipment and personal protective equipment (PPE) is in good working condition.
- Maintain Material Safety Data Sheets (MSDSs) for products on the job site.



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- Ensure jobsite safety postings are up-dated.
- Maintains professional certifications and current knowledge of all safety and health laws, standards, and regulations.
- Maintain safety and health related records and documents.
- Must be willing to perform other duties as assigned that may or may not fall within their field of expertise.

QUALIFICATIONS:

- Certified EM 385-1-1.A.17
- Three (3) – five (5) years of construction related experience compliance 29 CFR 1926.16.
- Trainer qualified in accordance with EM 385-1-1 and 29 CFR 1926
- OSHA 30 current
- First Aid/CPR current
- CCHEST or BCSP certifications.
- Valid driver's license with no DUI or more than two (2) moving violations.

SKILLS:

- Understanding of safety and health laws, regulations, OSHA standards and EM 385 1-1.
- Ability to resolve safety concerns on the project.
- Competent person – fall protection, confined space, excavation, scaffolding.
- Operating a personal computer and utilizing MS Office; Outlook, Excel, Word and PowerPoint.
- Excellent verbal and written skills and ability to communicate to diverse community.
- Establishing and maintaining effective working relations with co-workers, contractors, and representatives from other local, state and Federal organizations.
- Assessing and prioritizing multiple tasks, projects and demands.
- Knowledge of construction engineering technology, codes, standards, etc., plus an understanding of the interdependence and relationship between other functional units a plus.

WORKING ENVIRONMENT:

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities. Travel will be required and may include interstate and out of state trips to remote locations in small aircraft. May be exposed to hazardous working environments with heavy machinery and extreme weather condition.

PHYSICAL DEMANDS:

The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing up to 50 pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION:

It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

Equal Employment Opportunity (EEO) STATEMENT:

SMNC grants preference to qualified SMNC Shareholders first, and second to qualified shareholders of other Alaska Native corporations that grant a similar preference in all phases of employment and training, which include, but are not limited to hiring, promotion, layoff, transfer, and training.



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SMNC is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, sex, (including gender identity or expression), sexual orientation, age, religion, color, national origin, citizenship status or immigration status, ancestry, physical or mental disability, marital status or changes in marital status, pregnancy, reproductive health decision, or domestic or sexual violence victim status if the domestic or sexual violence victim provides notice to SMNC of such status or SMNC has actual knowledge of such status (collectively referred to hereinafter as “Protected Status”).

SMNC’s policy of non-discrimination applies to all terms, conditions, and privileges of employment, including but not limited to recruitment, hiring, termination, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment. Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, or the Human Resource Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination shall be subject to disciplinary action, up to and including termination.