Job Description – Safety Specialist

Work Location: Nevada (Reno/Sparks areas)

Division/Department: Safety

Reports to: Regional Safety Manager	**Salary range: $65K - $95K**
☒Full-time **☐Part-time**	**☒Exempt** **☐Non-Exempt**

Essential Duties and Responsibilities:

- Perform safety audits on all projects and provide detailed reports of findings and corrective actions.
- Conduct safety training for field crews, including regular toolbox talks and jobsite safety briefings.
- Assist the Regional Safety Manager with jobsite personnel injuries, incident reporting, and accident investigations.
- Attend and participate in monthly jobsite safety meetings with general contractors and project teams.
- Report any major safety concerns directly to the Regional Safety Manager.
- Collaborate with the Regional Safety Manager, superintendents, and field teams to proactively identify hazards and implement risk mitigation strategies.
- Maintain all required safety records, documentation, and compliance reports for assigned jobsites.
- Serve as a safety resource for employees at all levels to ensure best practices and regulatory requirements are understood and followed.

Job Specifications:

The qualified Safety Coordinator must meet one of the following qualifications:

- Associate Safety Professional (ASP) designation through the Board of Certified Safety Professionals and two (2) years of safety experience, or
- Graduate Safety Professional (GSP) designation with two (2) years of continuous construction safety experience, or
- Three (3) years of full-time construction safety experience and completion of OSHA 500 Construction Training

Additional qualifications:

- Proven experience conducting safety audits and delivering safety training.
- Strong communication, leadership, and organizational skills with the ability to influence and engage field teams.
- Proficiency in preparing reports, delivering training, and maintaining compliance documentation.

Ability to:

- Safely and successfully perform essential job functions in compliance with the ADA, FMLA, and other federal, state, and local regulations.
- Maintain regular, reliable, and punctual attendance consistent with company and regulatory standards.
- Organize work effectively, manage multiple projects or programs simultaneously, and meet critical deadlines.