

Should the position be posted:  Internally  Externally  Both

Job Title: Safety Coordinator

City, State & Location: Long Island/Westchester

**Duties:**

1. Demonstrates and promotes a “Safety First” lifestyle at the location.
2. Travels to locations throughout Long Island and Westchester to ensure compliance and assists with rolling out safety programs
3. Advances safety awareness and the company’s safety agenda by providing assistance and guidance to operating locations on safety related issues
4. Follows through on all incidents, collisions, and work-related injuries including, investigation, reports, files, registers, and follows up with the claims office and adjusters as necessary. Provides post-incident counseling. Assist in retraining of employees as necessary.
5. Communicates safety awareness and focuses on all aspects of safety, specifically current trends.
6. Conducts regular facility inspections to include evaluation of safe work behaviors of all personnel and records findings.
7. Monitors the contents of the classroom training course to insure compliance with all federal, state and company requirements. Conducts classroom/behind the wheel training as required.
8. Monitors location’s record keeping for compliance.
9. Provides direction and guidance to CMs, location safety staff and trainers.
10. Prepares the weekly safety summary report for and provides daily updates to RSM.
11. Available to drive a route or charter route if necessary.
12. Performs all other duties as required.

**Qualifications:**

1. High school diploma or equivalent.
2. Possesses CDL operator’s license with endorsements.
3. Clean MVR with no moving violations within last 36 months.
4. Good interpersonal, verbal, and presentation skills.
5. Knowledge of federal and state rules and regulations regarding safety and environmental issues.
6. NYS 19 A examiner and SBDI certifications

Employee Type:  Full-Time  Part-Time

Degree Requirement:  High School  2 Year Degree  4 Year Degree  Graduate Degree

Travel Requirement:  None  Neg.  25%  50%  Road Warrior

Manages Others?  Yes  No

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