

## **AUSTIN CHAPTER AGC SAFETY DIRECTOR**

**Position Summary:** The Austin Chapter of the Associated General Contractors (AGC) Safety Director is responsible for all phases of the Safety Department, including training and jobsite audits for members, responding to routine inquiries, coordinating monthly safety committee meetings, and participating in State AGC Texas Building Branch (TBB) and National AGC safety committee meetings.

**Supervision:** Reports to the Austin AGC Chapter President and CEO.

### **Key Responsibilities:**

- Accountable for the strategic and operational delivery of all Austin AGC safety services to members, including safety audits, training, representation during informal conferences with OSHA, and creation of company safety manuals as requested.
- Lead and facilitate member participation in the Chapter's Safety Committee.
- Assist company members with OSHA inspections, violations and related activities.
- Investigate construction accidents/fatalities as required.
- Coordinate, in conjunction with Safety Committee, an annual Chapter safety awards event.
- Coordinate and promote member company participation in the AGC of America Construction Safety Excellence Awards (CSEA) program and also the National AGC Statistical Safety Awards (NASA).
- Coordinate and teach safety training and education classes, including but not limited to, OSHA 10 and 30 Hour Outreach, First Aid/CPR, and various jobsite hazard awareness classes and boom, scissor and forklift operator training.
- Maintain knowledge of current OSHA, ANSI, AWS, Army Corps of Engineers and other industry standards, regulations, and construction safety practices/policies as well as COA, UT, Samsung and other owner regulations.
- Participate in relevant Texas Building Branch, AGC of America, and other professional association activities.
- Maintain liaison with local OSHA office and monitor OSHA developments that may impact contractors.
- Liaison with outside safety training provider (TEEX) to schedule and facilitate regular classes in Chapter classroom.
- Answer telephone inquiries concerning construction safety issues.
- Maintain all records, training documentation, filing system and other required administrative tasks
- Initiate ideas for new and better ways to perform responsibilities and bring recommendations to the executive's attention for possible implementation.
- Work with other staff as "team player" for occasional tasks outside safety responsibilities and participate in Chapter events as assigned by Chapter Executive.
- Open front door as needed for Chapter visitors.

### **Requirements:**

- High school graduate with a working knowledge of the commercial construction industry.
- Proficiency in the field of construction safety.
- Proactive leadership in safety.
- Certified First Aid/CPR and Occupational Safety and Health for Construction (OSHA 500) instructor.
- Spanish proficiency preferred
- Team player mindset, along with a helpful and courteous attitude.
- Proficiency in Microsoft Office and other applicable computer programs.
- Construction Health and Safety Technician (CHST) certification (or able to obtain within 6 months.)
- Current Texas driver's license with good driving record

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