



Gila River Telecommunications, Inc.

JOB TITLE: Safety & Compliance Coordinator

REPORTS TO: CFO

DEPARTMENT: Administration

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Administer worker's compensation, vehicle accident, property, liability, and cyber liability claims and coordinate the Company's safety and risk management training program. Respond to and report unsafe conditions and recommend solutions to issues, improvement opportunities or new prevention measures. Formulate, develop, and coordinate safety and risk management/loss control functions of the organization in accordance with company policies and procedures, make recommendations and execute approved safety plans.

PRIMARY JOB DUTIES:

- Develop, implement, and execute written health and safety plans in the workplace.
- Recommend training and presentations for health and safety matters and accident prevention.
- Conduct safety inspections and audits to assess employee compliance with safety regulations by identifying opportunities to minimize workplace injuries, accidents, health problems followed by
- Implement safety training, revisions, improvements, and updates that fall in line with federal, state, local and tribal compliance. Maintain current and accurate safety and risk management records. Assist management in preparing the safety and risk management budget, making recommendations for necessary and appropriate safety equipment and gear.
- Investigate property, auto, liability and worker's compensation claims, and losses and submit reports, as required, to the third-party claims administration and assist in claim management.
- Coordinate with the worker's compensation insurance administrator to reduce employee lost work time. Responsible for OSHA 300 and 301 reporting and for reporting claim activity to management.
- Conduct risk assessments, which involve analyzing, and looking for ways to eliminate or mitigate potential risks.
- Effectively oversee the Safety Committee, implement the Safety Program, and distribute to all appropriate operational staff and designated site personnel the necessary policies, instructions, templates, check lists, quality control audits and logs that are outlined by the company and OSHA directives.
- In tandem with the Human Resources department, administer the post-accident drug and alcohol program including facilitating pre-employment, random, post-accident and probable suspicion drug testing for employees while enforcing policies.
- Responsible for maintaining DOT compliance for regulated employees.
- Responsible for employee and supervisor drug and alcohol awareness training.

- Develop and implement security policies, protocols, and procedures, including maintenance of the company-wide Emergency Response Plan, and implementation, maintenance, and testing of the various emergency notification systems within the company. Coordinate and train with the Incident Response Team to respond to various emergency situations.
- Provide regular training in emergency response for various emergency scenarios found within our Emergency Response Plan. Administer the company wide access control system.
- Administer a hazardous materials plan.
- Assist the Fleet & Facilities Manager with coordinating routine maintenance, repairs, and renovations, as necessary.
- Perform other miscellaneous duties as assigned by management. Engage in regular and periodic reviews with supervisor. Accept direction with a positive attitude.

SKILLS AND COMPETENCIES:

- Knowledge of Company policies, procedures, products, and services.
- Skilled in oral and written communication.
- Skilled in analytical thinking and problem solving.
- Understanding of local and Federal fire protection codes.
- Able to obtain and maintain a valid Arizona driver's license, have a good driving record, and be insured under the Company's insurance policy.
- Able to maintain the confidentiality of Company records when required.
- Skill in operating various office equipment such as: ten-key adding machine, copy machine, facsimile machine, and multi-line telephone.
- Ability to apply OSHA, EPA, Federal, State, and local compliance requirements to all job sites effectively and according to specifications.
- Ability to communicate with customers, co-workers, and various business contacts in a courteous and professional manner.
- Skilled in operating a personal computer using database, word processing, and spreadsheet software.
- Ability to deliver presentations and conduct training sessions.
- Ability to work effectively as a team player and individually.
- Ability to demonstrate correct use of safety equipment and enforce its use.
- Knowledge of time management and organizational skills.
- Ability to complete work accurately under time constraints and deadlines.
- Knowledge of general office practices and procedures.
- Knowledge of worker's compensation and property/automobile insurance claims administration.
- Ability to create, read, analyze, and interpret reports.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in safety administration, business, or related field, or 2-3 years of experience in safety, industrial hygiene, risk management, worker's compensation administration, human resources, or a related field, or equivalent work experience.

Note: Any equivalent combination of education, training, and experience that would enable the applicant to satisfactorily perform and meet the duties required of the position may be considered in meeting the stated minimum requirements

ESSENTIAL JOB FUNCTIONS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to use hands, to sit, and to lift up to 50 lbs., stoop, bend, reach with hands/arms.
- Must be able to sit for extended periods of time.
- Requires the ability to speak, read, write, see, and hear to perform essential duties of the job. Must communicate clearly in English.
- Must be able to perform and complete multiple tasks.

ADDITIONAL REQUIREMENTS:

- Financial Background Disclosure may be required.
- Will be asked to provide 39 months driving record. Position requires insurability under GRTI insurer requirements.
- Will be required to pass a pre-employment drug test and background check.

As a matter of Company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Community Members, other Indians, and non-Indian spouses of officially enrolled Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.