

**Norton Sound Economic Development Corporation
Job Description**

Job Title: Safety Coordinator

Department: NSSP
Supervisor: Plant Manager
Supervisory: No
Grade: 9

Duty Station: Assigned Plant
Type of Position: Seasonal
Eligible for Benefits: No
FLSA: Non-Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,700 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are in each of the member communities.

Purpose of Position:

The Safety Coordinator is responsible for facilitating NSEDC's COVID-19 Community and Workforce Protection Plan (CWPP) within the Norton Sound Seafood Products plant operations.

Supervision Received:

The position receives supervision from the Plant Manager who monitors work performance and gives work direction.

Essential Job Functions and Responsibilities:

- Participate in employee training and CWPP preparedness activities.
- Identify CWPP risks and offer mitigation strategies to NSEDC management.
- Coordinate with onsite management to compile CWPP related activities, documents, and information.
- Perform and coordinate daily health screenings of employees upon entry to the assigned plant, including taking and documenting temperatures with a non-contact thermometer.
- Administer and adhere to established protocols pertaining to Health Screening Questionnaires.
- Maintain health screening stations and necessary health screening materials.
- Ensure privacy of employee's health screening files and information maintained are protected.
- Ensure that Personal Protective Equipment (PPE) is available and properly worn, removed, cleaned, and stored or disposed of as applicable.
- Clock employees in and out as they arrive and depart for each shift.
- Serve as plant liaison for following safe work practices and maintaining social distancing as required.
- Perform routine cleaning and disinfecting of frequently touched surfaces.
- Help ensure NSEDC remains in compliance with local, state, and federal health mandates and related reporting requirements.
- Other duties as assigned

Qualifications:

High school diploma or equivalent is required. Equivalent combination of education and experience may be considered.

Resident of the Norton Sound Region is preferred.

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding, manage their work independently, and represent the company in a professional manner.

- Ability to work with people in a professional and courteous manner
- Ability to work independently and with limited direct supervision
- Ability to communicate information clearly and calmly
- Prompt and timely work habits
- Ability to be trained and follow CWPP and safety regulations
- Ability to follow written and verbal communication

Physical Requirements:

- Use hands and arms to operate office or clinical equipment
- Sit more than half the workday
- Stand and walk more than half the workday
- Bend, stretch, twist, crouch and reach
- Climb ladders, navigate narrow walkways, access areas that require stooping and other similar environments associated with seafood processing plants when conducting inspections
- Lift or carry unaided 50 pounds
- See and hear with normal acuity

Working Conditions:

- Work is primarily conducted at a seafood processing plant.
- Extended work hours (including weekends) are required as needed.
- Work may be conducted outside in inclement weather conditions.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date: _____

Supervisor Name: _____ Signature: _____ Date: _____

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.