

**Norton Sound Economic Development Corporation  
Job Description**

**Job Title: Safety Manager**

Department: Administration  
Supervisor: Chief Operating Officer  
Supervisory: No  
Grade: 12

Duty Station: Anchorage/Nome/Unalakleet  
Type of Position: Regular, Full-time  
Eligible for Benefits: Yes  
FLSA: 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 located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound region, regional fisheries and Community Development Quota organizations is preferred for all positions.

**Purpose of Position:**

The Safety Manager is responsible for providing overall administration and management of NSEDC's Health, Safety and Environmental (HSE) Program, including effective implementation and execution, while placing strong emphasis on continuous improvement and proactive measures.

**Supervision Received:**

The position receives supervision from the Chief Operating Officer who monitors work performance and gives work direction. The position functions with general independence.

**Essential Job Functions and Responsibilities:**

- Develop, implement, and maintain NSEDC's HSE program and ensure that the goals and requirements of the HSE Program are achieved.
- Identify best practices and lead continuous improvement initiatives to reduce work process risks, raise safety awareness, and improve safe work practices in accordance with OSHA and industry standards.
- Identify best practices and lead continuous improvement initiatives to ensure compliance with environmental regulations in accordance with regulatory agencies (EPA, DEC, etc.) and industry standards.
- Promote and facilitate a work environment that supports a safe and healthy culture.
- Conduct or coordinate worker training in areas such as safety and environmental laws and regulations, hazardous condition monitoring, and use of safety equipment.
- Perform safety audits and inspect facilities, vessels, field camps, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance with local, state and federal rules and regulations.

- Coordinate with Human Resources to investigate industrial accidents, near-miss incidents, and occupational injuries to determine causes, install preventive measures, and manage return-to-work activities.
- Coordinate with Human Resources to complete and file all necessary reporting requirements and claims for Workers Compensation, Insurance and Quality Assurance Inspections.
- Compile, draft and submit accident reports timely and as required by regulatory agencies.
- Keep senior management abreast of best practices in the areas of health, safety and environmental regulation.
- Develop, initiate and monitor corrective actions and initiatives for best practices in the areas of health, safety and environmental regulation.
- Provide technical guidance and mentoring to managers and employees on safety initiatives and necessary operational or procedural changes.
- Maintain files and records relating to HSE Program.
- Coordinate employee safety programs to determine their adequacy, including review of short- and long-term HSE Program goals.
- Evaluate safety, training and compliance needs for new initiatives and equipment.
- Order and maintain facility safety inventory, including supplies and equipment.
- Other duties as assigned

**Qualifications:**

A bachelor’s degree from an accredited university in Safety Management, Occupational Safety & Health or a related field and at least 5 years of progressive experience in safety is required. Year-for-year applicable work experience may be substituted for degree requirement.

A valid driver’s license is required.

**Knowledge and Skills:**

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

- Knowledge and understanding of all federal, state and local laws regarding occupational safety and health (OSHA, NFPA, ANSI)
- Knowledge of laws and compliance within the seafood and maritime industries (USCG, Alaska DEC, etc)
- Knowledge of safety standards and regulations for the workplace
- Knowledge in hazard recognition and workplace inspections
- Knowledge in accident investigations and corrective preventative measures
- Knowledge on how to develop, implement and maintain a company safety program
- Knowledge of customer service concepts and practices
- Knowledge of seafood processing industry, commercial vessel operation and remote field camp operations preferred
- Ability to maintain confidential information
- Skill in operating office equipment
- Skill in oral and written communication

- Skill in managing multiple priorities and tasks concurrently to meet deadlines
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in operating a personal computer utilizing a variety of software applications

**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 fishing vessels and seafood processing plants when conducting regular (several times a year) site visits
- View electronic monitors for prolonged periods of time
- Lift or carry, unaided, less than 50 pounds
- See and hear with normal acuity

**Working Conditions:**

- Work is conducted in a standard office environment, seafood processing plant, tender vessels, remote camp sites, and any of the 15 communities represented in the Norton Sound region.
- Overtime is required on occasion.
- Travel is required (25% to 50% of the time).
- Travel is done via large aircraft.
- Travel is done via small (fewer than 16-passenger) aircraft.
- Travel is done using snowmobiles, all-terrain vehicles or boats.
- 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 employees 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.*