

Norton Sound Economic Development Corporation
Job Description

Job Title: Safety & Training Coordinator

Department: Administration
Supervisor: Safety Manager
Supervisory: No
Grade: 8

Duty Station: Nome or Unalakleet
Type of Position: Regular, Full-time
Eligible for Benefits: Yes
FLSA: Non-Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 9,200 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 and Training Coordinator is responsible for supporting the administration and management of NSEDC's Health, Safety and Environmental (HSE) Program, including the assurance that required trainings and orientations occur and are properly documented. This position assists with the facilitation of training and worksite inspections, as well as HSE documentation and recordkeeping.

Supervision Received:

The position receives supervision from the Safety Manager who monitors work performance and gives work direction. The position functions with moderate supervision.

Essential Job Functions and Responsibilities:

- Ensure employees receive required initial and recurring training
- Work with Safety Manager and Human Resources to track and schedule safety training for employees and sites
- Ensure training and certifications are properly documented and logged
- Work with Safety Manager and operational managers to inventory and ensure appropriate supply and condition of safety infrastructure and equipment at all worksites
- Work with Safety Manager to develop and perform Job Hazard Analyses for specific tasks and operations
- Lead various safety trainings and orientations
- Perform inspections/audits of work sites to ensure HSE policies and practices are being followed

- Advise contractors and guests of, and ensure compliance with, HSE program
- Assist with incident reporting and investigations
- Process paperwork for training, investigations, inspections and other departmental activities
- Assist with the planning and implementation of projects and initiatives related to the HSE program
- Other duties as assigned

Qualifications:

- An associate's degree from an accredited university in a related field is required
- At least two years of experience working with workplace safety, safety inspection, and/or training programs
- An equivalent combination of education and experience sufficient to perform the essential functions of the job will be considered
- A valid driver's license is required
- 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 and manage their work accordingly, and represent the company in a professional manner.

- Knowledge and understanding of federal, state and local laws regarding occupational safety and health (OSHA, NFPA, ANSI)
- 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 of recordkeeping and file retention practices
- 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 at times
- Stand and walk more than half the workday at times
- 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.