



JOB POSTING

Job Title: Safety and Training Manager	Requisition #: 11-025
Department: Human Resources	Location: Rancho Verde, 2900 W. Ferdinand, Chicago
Level/Salary Range: Commensurate w/exp.	Position Type: FT Exempt
Date Posted: 12/20/11	Posting Expires: Until Filled
Summary: Under general direction, effectively develops and implements programs, practices, and procedures to reduce the frequency and severity of accidental loss in the areas of workers' compensation, general and auto liability and property insurance.	

Essential Duties and Responsibilities include the following. Other duties may be assigned:

Creates and promotes a proactive company-wide culture of safety through safety training, risk assessments, and behavior modification programs to reduce work-related injuries. Conducts annual audit of safety procedures involving company equipment and heavy machinery and on-site reviews and audits of operations and facilities. Ensure the Company's compliance and adherence to federal, state, and local safety-related regulations through the development of policies and procedures and safety-related programs. Designs, develops and conducts safety-related training for all levels of employees and supervisors to reduce the frequency and severity of accidental losses. Develops annual training schedules and develops an annual training budget. Keeps a record of all OSHA-based training activities. Performs regular physical inspections of Company grounds, buildings, equipment, and operations.

Develops and implements accident investigation and recurrence prevention programs and procedures; Conducts data analysis and makes recommendations to upper management based on findings. Coordinate loss investigations in a thorough and timely manner. Responds and provides assistance in all emergency situations.

Works with internal and external parties to assess repair/replacement expenses. Assists in determining responsibility in unreported vehicle/equipment damage. Assists with inventory control programs that help reduce total equipment loss. Conducts Field staff observation and audits.

Establish and maintain worker's comp case management procedures. Conducts work related injury and vehicle accident investigations. Work with insurance carriers and internal parties to manage claims. Identifies and recommends preventive measures and corrective actions. Coordinates back-to work and disability and Drug and Alcohol Free Workplace Programs. Utilizes records to analyze and audit safety procedures and accidents. Collects, analyzes and maintains accurate data for maintenance and filing of OSHA related reports and logs. Ensures that a proper record management system is implemented and maintained.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent organizational skills, effective communication skills and an ability to manage multiple priorities and meet deadlines; Proven ability to establish good working relationship with other departments; Proven ability to create processes and procedures where none previously existed; Ability to use technology to maintain accurate records and to advance goals; Knowledge of current DOT regulatory requirements and working knowledge of OSHA requirements;

Ability to write and speak English and Spanish strongly preferred.

EDUCATION AND/OR EXPERIENCE

A Bachelor's degree from an accredited college or university in a related field and a minimum of two (2) years of direct and increasingly responsible experience in risk management, environmental health or safety compliance. Proficiency with basic Microsoft Office applications is required. Certified Safety Professional (CSP) licensure preferred.

Equivalent combination of education and experience is also fully qualifying.

To Apply: Mail, fax or e-mail to: info@christywebber.com or HR dept., Christy Webber Landscapes, 2900 W. Ferdinand Street, Chicago, Illinois 60612. Include position title in subject line. No phone calls, please.