**Position: Safety Manager**

**Summary:** The Trevino Group, Inc., is based out of Houston, Texas and has divisional offices in Galveston, San Antonio and Temple. We have extensive experience providing construction management services for all types of commercial construction projects including, educational, office renovations, hospitals, and many other types of facilities. We are always looking to hire well-rounded experienced individuals to join our team, long term.

Currently, we arein search of an experienced Safety Manager. This individual will be responsible for safety program management, surveillance, inspections, emergency preparedness and safety enforcement for ongoing project(s). The Safety Manager will ensure there are no OSHA citations on any of our projects. The duties for this position are as follows:

* Manage, implement and enforce the Safety Program in accordance with the plans, specifications, and approved Safety Requirements of clients and regulatory agencies.
* Provides Project Management Team with guidance on health and safety and confirm project sites fulfills industry, local, state and federal guidelines and regulations.
* Ensures all required posters are provided to the project site.
* Conduct safety orientations for all new employees, and provides PPE distribution and training.
* Provides safety training materials to project sites for weekly toolbox meetings.
* Conduct safety inspections and maintain an inspection checklist.
* Conduct incident investigations and complete required reports. Maintain the OSHA Form 300 reports for prime and sub-contractors.
* Ensures reporting of all inspection results and quarterly distribution of safety performance to company management. Based on quarterly results, recommend safety program enhancements to reduce incidents.
* Maintains applicable safety reference material on the job site.
* Attends the pre-construction conference, pre-work meetings including preparatory inspection meeting and periodic in-progress meetings.
* Implements and enforces accepted Hazard Prevention program.
* Implements and enforces the Emergency Preparedness program.
* Maintains a safety deficiency tracking system that monitors outstanding deficiencies until resolution.
* Ensures sub-contractor compliance with safety requirements.
* Ensures the appropriate list of hazardous chemicals on site and their material safety data sheets.

**Requirements:**

* High School Diploma (or GED equivalent)
* Bachelors Degree in related field (engineering, architecture, construction management, safety management)
* A minimum of 5 years of construction industry safety experience or three years if he/she possesses a Certified Safety Professional (CSP) or safety and health degree
* 30 hour OSHA construction safety class or equivalent within the last 5 years.
* USACE CQC Training certification with working knowledge of QCS/RMS.
* Twenty-four hours of formal safety training (or equivalent training) within each of the past 4 years.
* Qualifications may be as required by US Army Corps of Engineers for CQC and SSHO.
* Previous experience in federal, healthcare and/or military construction is a plus.
* Strong knowledge of OSHA and other regulatory agency requirements.
* Strong computer skills required.
* Ability to work well and communicate efficiently with clients, subcontractors and other team members.
* Exemplifies The Trevino Group, Inc., service attitude at all times.

**Benefits:**

* Medical, dental, vision, basic life, supplemental life, short and long term disability, health savings account and 401K.
* Paid time off
* Paid holidays