

Corporate Safety Coordinator

Department: Operations
Reports to: Operations Manager in CA
Location: El Paso, TX
Travel: Up to 20%
Experience: 3-5 years
Job Type: Full Time Employee (non-exempt)
Education: Bachelor's Degree or equivalent work experience

Tournesol Siteworks is a national manufacturer of landscape products for green buildings based in the San Francisco Bay Area. We're currently searching for a Safety Coordinator for our El Paso manufacturing plant. We can promise you an interesting opportunity at the forefront of the Green Building market, a great place to work with a growing company, good benefits, and an interesting client base working on environmentally-conscious construction projects nationally. Because we're a tight-knit group, you need to be a team player to succeed here.

The Safety Coordinator will work under the direction of the Operations Manager based out of CA. They will work with the executive management to develop corporate safety and health programs and objectives, as well as coordinate safety training programs. This full-time position is primarily located in our El Paso, TX manufacturing facility, but will require travel to our other manufacturing facilities in Union City, CA, in Port Orchard, WA and Ciudad Juarez in MX.

Essential Duties / Responsibilities

- Prepares written safety and health programs and policies
- Annually reviews the corporate IIPP, and makes necessary changes
- Identifies company safety training needs and develops and coordinates safety training programs
- Specifies and supports plant personnel in selection of appropriate personal protective equipment
- Maintains corporate safety library (e.g., videos, regulations, reference manuals)
- Promotes safety and health awareness
- Monitors lost-time injuries/illnesses of worker's compensation claims
- Conduct and reviews injury/illness and noninjury incident investigation reports and follows up as necessary
- Conduct safety inspections of all manufacturing plants, and of equipment/machinery
- Ensures annual training and certification is completed for all production employees as necessary

Important Skills and Abilities

- Fluent in English & Spanish.
- Understands federal and state occupational safety and health regulations and monitors regulatory changes as they occur
- Basic understanding of safety standards in Mexico desired
- Strong working knowledge of Microsoft Excel/Word
- You should be detail oriented and have strong analytical skills,
- A broad knowledge of manufacturing environment required
- Excellent communication skills both written and oral
- Enjoy being part of a team, but also feel comfortable working on your own and taking initiative

Tournesol Siteworks provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Tournesol Siteworks complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. You should have sufficient education, training and/or work experience to demonstrate possession of these skills. This would typically mean a bachelor’s degree and a minimum of three or more years previous experience, or equivalent work experience.

Most importantly, we’re looking for individuals who are organized, thorough, and think for themselves in the workplace. You’ll be working on many projects, and will be expected to keep them all moving forward. You’ll need to be comfortable working on a computer and in a manufacturing environment. You should enjoy a small-business environment where your performance makes a difference every day. You’ll need to be self-directed, and be able to make decisions without continuous supervision.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless accommodation would cause undue hardship to the business. While performing the duties of this job, the employee is regularly required to:

	Physical Demands																	
	Lift/Carry				Push/Pull				Bend									
Frequency	< 10 lbs	11-20 lbs	26-40 lbs	41-100 lbs	< 12 lbs	13-25 lbs	26-40 lbs	41-100 lbs	Squat/kneel	Sit	Walk	Stand	Climb	Crawl	Reach above shoulder	Handling / Fingering	Twist/Turn	Keyboard
Occasionally			X	X			X	X	X				X	X		X		
Frequently	X	X			X	X					X	X			X		X	
Constantly										X								X

Occasionally – Activity or condition exists 1/3 of the time

Frequently – Activity or condition exists from 1/3 to 2/3 of the time

Constantly – Activity or condition exists 2/3 or more of the time

“Frequently” or “Constantly” are ESSENTIAL elements, or demands occurring in the job since they exist, in general, more than half of the time. Physical demands which are designated “Occasional” may be considered essential depending on other conditions.

You’ll be well rewarded with an annual salary depending upon your experience, vacation, full healthcare, 401k, and other attractive benefits upon completion of the requisite period of employment. We take diligent care of our people, and folks that fit within the group and perform, tend to stay for a long time. You can check us out at www.tournesolsiteworks.com. If you are interested, please send a MS Word or PDF copy of your resume and salary history to jobs@tournesolsiteworks.com. Please do not send in more than one; we receive many responses. We’ll do our best to respond within 3-5 business days for those candidates considered for the position.