

Safety and Training Manager

We are currently accepting applications for a Safety and Training Manager supporting our client Chevron Phillips Cedar Bayou

JOB SUMMARY: Coordinates and delivers Training and Safety Programs for staff development and site Security Officers, Supervisors and other company personnel. This person also provides Safety Training, sustains Safety Awareness and leads safety activities for all Security Officers at assigned client site. In addition, responsibilities include scheduling, payroll entries, invoicing through a proprietary accounting system (TRACK) and updating policies and procedures as needed. The Safety and Administrative Manager also preserves order and may act to enforce regulations and directives for site safety pertaining to Securitas Critical Infrastructure Services (SCIS) personnel and may perform other protective services as required for the assigned site.

Distinguishing Characteristics:

Provides direction for Safety and Training to Security Officers, maintains the scheduling, payroll and invoicing systems and performs other duties of a more responsible and demanding level, with a rank title, as defined by client contract.

ESSENTIAL FUNCTIONS:

- The functions listed describe the business purpose of this job. Specific duties or tasks may vary and be documented separately. The employee might not be required to perform all functions listed. Additional duties may be assigned, and functions may be modified, according to business necessity.
 - All assigned duties or tasks are deemed to be part of the essential functions, unless such duties or tasks are unrelated to the functions listed, in which case they are deemed to be other (non-essential) functions.
 - Employees are held accountable for successful job performance. Job performance standards may be documented separately, and may include functions, objectives, duties or tasks not specifically listed herein.
 - In performing functions, duties or tasks, employees are required to know and follow safe work practices and to be aware of company policies and procedures related to job safety, including safety rules and regulations. Employees are required to notify supervisors and other designated parties upon becoming aware of unsafe working conditions.
 - All functions, duties or tasks are to be carried out in an honest, ethical and professional manner and to be performed in conformance with applicable company policies and procedures. In the event of uncertainty or lack of knowledge of company policies and procedures, employees are required to request clarification or explanations from superiors or authorized company representatives.
1. Performs the duties of a Safety/Administrative Manager in accord with post orders and company policy.
 2. Ensures the timely posting and updating of schedules, maintains and tracks attendance and inputs payroll.
 3. Reconciles payroll entries with the client's TRACK timekeeping system.
 4. Provides lead direction at assigned client site; acts to ensure that post orders are followed, Safety Awareness is maintained and training goals are met. This person is responsible for completing required reports, and ensures they are filed in a timely manner. He/she notifies proper authorities and client in emergency situations.
 5. May counsel and discipline personnel as appropriate; seeks advice from company management or designated representatives as appropriate; meets personally with employees and disseminates information to Security Officers and staff.
 6. Must be a catalyst regarding training and safety of site personnel.
 7. Regularly evaluates Security Office performance.
 8. Regularly provides both new hire, in service, quarterly, specialized and recurring training to assigned Security Officers.

9. Ensures that all security personnel are cross-trained at each post within the site to include ESB, all traffic gates, scales, lobbies and docks. Senior Patrol Officer/Shift Supervisors and Patrol Officers will also be trained at all posts to ensure a working knowledge of gate duties in case of emergency.
10. Responds to, investigates and consults with client's Security Department with respect to Safety Incidents that the client deems to be serious in nature.
11. Periodically reviews Post Orders and recommends changes to meet the client's security training and safety objectives.
12. Establishes and attends regular status meetings with Client Representative(s) to ensure all training and safety concerns are discussed and disseminated. Makes sure all issues and concerns raised by the client are promptly addressed and resolved.
13. This position's major responsibility is to ensure the day to day Training and Safety services are performed at all times in accordance with the client's objectives and the requirements of the contract are fulfilled.

MINIMUM QUALIFICATIONS AT ENTRY:

Additional qualifications may be specified and receive preference, depending upon the nature of the position.

Educational Experience:

H.S. diploma or G.E.D., one (1) year of security and/or safety related training or experience is sufficient to meet the requirements of the assigned site, or an equivalent combination of education and experience, as determined by the company. Preferred background experience with a focus on OSHA standards and safety awareness training.

TO APPLY:

1. Prior to submitting your resume and completed statement of interest, please discuss your interest with your Manager.
2. Complete and submit the attached Statement of Interest.
3. Submit a professional cover letter and resume.
4. Applicants are encouraged to include copies of any/all relevant external certifications, licenses, education, and training.

Please send your resume and statement of interest to judy.glotzbach@scisusa.com

Closing Date : All submissions must be sent in by close of business **Wednesday, October 25, 2017**

EOE/Minorities/Females/Vets/Disabilities



Securitas Critical Infrastructure Services, Inc
STATEMENT OF INTEREST

Securitas Critical Infrastructure Services, Inc. (SCIS) is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, creed, religion, physical/mental disability, medical condition, national origin, citizenship status/ancestry, sexual orientation, age, gender/sex, marital status, veteran status, status with regard to public assistance or any other status protected under local, state or federal laws.

Position(s) Applied For			Date of Posting	
Job Number	Current Position		Current Supervisor	
Last Name		First Name	Middle Initial	
Address		City	State	Zip Code
Telephone Number	Alternate Number		Date of Hire	

Can you with or without reasonable accommodation perform the essential functions of this job? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) ☐ YES ☐ NO

Describe your current qualifications for the position including education, skill, abilities, work habits and work experience (attach résumé if relevant):

Explain why you are applying for this position:

By signing below you acknowledge that all information contained above is accurate, that you have read the job posting and you understand, are able and willing to perform the functions and duties of that position.

Employee Signature: _____ Date: _____