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| **Date:** | **May 2, 2024** |
| **Position Title:** | **Tower Safety Quality/Project Specialist**  |
| **Department:** | **Oklahoma City, OK (Midtown)** |
| **Salary:** | **D.O.E.** |
| **Work Hours:** | **Onsite position – Days/Full Time (25% Travel)** |

**Primary Function:**

This position will be responsible for coordinating and implementing the field safety programs for off site domestic and international tower projects. Additionally, when not performing safety function the position will assist Program Managers with proposing and executing projects. The primary objective of this role is to ensure compliance with safety standards and promote the health and safety of workers including planning the execution of the projects in such a way that they are safely executable.

**Essential Responsibilities:**

1. Work with onsite Tower Superintendents & Leads to deliver- daily safety briefings and document, as well as reviewing Job Hazard Analysis’s provided by onsite personnel and mitigate onsite issues as necessary.
2. Proficient in utilizing various technologies and software, including Microsoft Office, Outlook, Teams, 365 and all other systems to track and report as required to meet obligations of the safety and quality role.
3. Collaborate with Program Managers and onsite personnel to ensure adherence to policies, procedures, and technical processes by site personnel.
4. Facilitate effective daily and weekly Site Safety Meetings/Group Discussions to address hazards personnel are exposed to at all tower site locations.
5. Provide quarterly onsite audits ensuring that on site personnel are performing work in a safe and effective manner.
6. Responsible for generating, updating and implementing Field and Office Safety Manuals to include annual review and revision(s).
7. Escalate and identify issues, concerns, or gaps in policies, procedures, or technical processes to management.
8. Ensure OSHA 300 Log is generated and monitored annually.
9. Provide project planning support during both the proposal and execution phases of projects.
10. Generate a method to capture accident, incidents and near miss items as they occur including developing an investigation process and generating any compliance items needed to avoid further incidents.
11. Administer annual safety training and refreshers to all field personnel.
12. Must be able to communicate effectively in the English language.
13. Perform other duties as assigned.

**Work Conditions:**

Employee will be working within an office environment. Employee will be expected to travel at a minimum of quarterly to tower locations to perform audits.

**Job Requirements:**

*Minimum Requirements:*

* Minimum of 3 years of direct, full-time experience in Safety in a Tower Safety Role.
* Experience working as a member of a Tower Team (Including Cellular)
* Ability to travel up to 12 weeks a year.
* Working knowledge of various EHS discipline, including investigations, Lock Out Tag Out, Fall Protection and Crane Rigging and Lifting Regulations.
* Proficient with Microsoft Office Suite to include Word, Excel, and Outlook.
* US Citizenship.
* Current/Ability to obtain Secret Clearance.

*Preferred Requirements:*

* Valid OSHA Trainer Course.
* Active Secret Clearance.

**To Apply:** [**https://secure6.saashr.com/ta/6179114.careers?ApplyToJob=554092938**](https://secure6.saashr.com/ta/6179114.careers?ApplyToJob=554092938)

**EOE AA M/F/Vet/Disability**