



JOB DESCRIPTION			
JOB TITLE:	Safety Manager	SUPERVISORY STATUS:	Non-Supervisor
DEPARTMENT:	Administration	FLSA STATUS:	Exempt
REPORTS TO:	Vice President & General Manager	JOB TYPE CODE:	
DATE:	July 24, 2024	CLASSIFICATION:	Full Time

GENERAL SUMMARY

Assist in the development, implementation and coordination of a safety program to prevent or correct unsafe environmental working conditions.

This position reports to the Vice President/ General Manager, interacts and advises operation managers and interacts with all employees.

- REQUIREMENTS**
- A minimum of a High School diploma and some college work is beneficial. Detailed working knowledge of health and safety regulatory requirements of OSHA, MSHA, and other agencies that are applicable to the construction materials industry.
 - A minimum of two years experience with job duties primarily associated with safety management.
 - Excellent interpersonal skills. Able to work productively with a wide variety of other disciplines within the company as well as regulatory and governmental representatives and the general public.
 - Strong communication skills both orally and in writing, including the ability to develop written rules, standards and policy and to conduct group meetings and make group presentations.
 - Interest in and ability to manage the ABI's company safety program to enhance safe working practices and conditions throughout the company.
 - Proficiency in using Microsoft Office (Word, Excel, Outlook, Powerpoint) applications as well as the internet.
 - This position requires travel between Anchorage, Palmer and Fairbanks on a regular basis.
 - Personal transportation and a valid Alaska driver's license.



DUTIES AND/OR RESPONSIBILITIES (summary of components that make up the job).

An asterisk (*) indicates essential job functions that cannot be modified in order to fulfill the job requirements.

An individual in this position may be called upon to do any or all of the following essential functions. These examples DO NOT include all of the tasks, which the individual may be expected to perform.

- Administer and coordinate various safety programs, which include confined spaces, hearing conservation, respiratory protection, Lock Out/Tag Out, Right to Know, and other safety programs that may be required by regulatory agencies.
- Assist Human Resources in administering the drug testing program for both DOT and non-DOT employees.
- Coordinate and provide training required by MSHA, OSHA, DOT and ABI orientation. Document and provide all record keeping required by these regulatory agencies. Act as a company liaison between government regulators and be present during all regulatory inspections.
- Administer the Workers Compensation Program to include Accident Investigations, Reporting, and the Return-to-Work Program. This includes working with ABI's Assistant Controller in coordination/ corresponding with Workers Compensation Program provider to maintain up to date records on open or closed claims/ disputes.
- Perform safety audits and provide follow through on recommendations. Represent ABI in public forums and Safety Awareness Programs.
- Submit required reports to various agencies and Knife River Corporation (KRC) relating to Safety Regulations. Maintain and publish weekly safety statistics and monthly benchmarking information. Advises senior executives and KRC of safety related issues on a timely basis.
- Provide other duties as required by the Vice President and General Manager.

PHYSICAL DEMANDS (The following chart indicates the type, amount and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and the following identifies the normal amount of time performing the task.

Frequency Options:

O = Occasionally 1%-33% **F** = Frequently 34%-66% **C** = Continuously 67%-100% **N/A**=Not Applicable

LIFTING Raising an object from one level to another					CARRYING Transporting an object, usually holding in hands, arms or on the shoulder				
<1 lb	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs	<1 lbs	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs
		O					O		



STRENGTH REQUIREMENTS – MAXIMUM SAFE LEVEL OF PERFORMANCE	Very Heavy >100 lbs	Heavy 100-51 lbs	Medium 50-21 lbs	Light 20-11 lbs	Sedentary 10-0 lbs
FLOOR TO WAIST —raising an object from floor to waist height (include upward pulling)				○	
WAIST TO EYE LEVEL —raising an object from waist to eye level height (include upward pulling)				○	
BILATERAL CARRYING —transporting an object, usually holding in hands or arms in front of body				○	
UNILATERAL CARRYING —transporting an object, usually holding in hands or arms on side of body				○	
PUSHING —exerting force upon an object so that the object moves away from the force				○	
PULLING —exerting force upon an object so that object moves toward the force (include jerking)				○	

Frequency (O, F, C, N/A)	PHYSICAL & ENVIRONMENTAL REQUIREMENTS	ADDITIONAL DETAILS
O	ARMS OVER HEAD – raising arms above head to lift or reach objects	
F	SITTING – remaining in a seated position	
O	ATMOSPHERIC CONDITIONS – exposure to such conditions as fumes, noxious odors, dusts, mists, gases and poor ventilation that may otherwise affect the eyes, skin or respiratory	
O	BALANCING – maintaining body equilibrium when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces	
F	BENT WRISTS – bending wrists in any direction to perform tasks	
O	CLIMBING – ascending or descending ladders, stairs, ramps, scaffolding, poles and the like, using feet & legs and/or hands and arms. Bodily agility is emphasized.	
O	CRAWLING – moving about on hands and knees or hands and feet	
O	CROUCHING: bending the body downward and forward by bending leg and spine	
O	EXTREME TEMPERATURES – exposure to cold or hot temperatures	
O	FEELING – perceiving attributes of objects such as size, shape, temperature or texture, by touching with skin, particularly that of fingertips	
C	FINGERING – picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling	
O	HANDLING – seizing, holding, grasping, turning or otherwise working with hand(s). Fingers involved only to extent that they are an extension of the hand	
F	HEAD MOVEMENT/ROTATION – moving head in any direction (up, down, side to side), requiring full use of neck and upper back muscles	
C	HEARING: Perceiving the nature of sounds with no less than a 40 db loss @ 500 Hz, 1,000 H and 2,000 HZ with or without correction. Ability to receive detailed info through oral communication and detect small differences in sounds, such as when making fine adjustments to machined parts	
O	HIGH, EXPOSED PLACES – exposure to falling	
O	KNEELING – bending legs at knees to come to rest on knee or knees	
O	NOISE LEVEL INTENSITY –Very Quiet (isolation booth), Quiet (library, private office), Moderate (business office), Loud (heavy equip operation), Very Loud (jack hammer operation)	Varies based on setting



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
 Fax: (907) 344-2844 • www.anchsand.com



O	PROXIMITY TO MOVING PARTS – exposure to moving parts of equipment, tools or machinery.	
O	REACHING – ARM/ELBOW MOVEMENTS – extending hand(s) and arm(s) in any direction including bending at the elbow	
O	SQUATTING – bending legs at knees to come to rest thighs on calves	
O	STANDING – remaining on feet in an upright position without moving about	
O	STOOPING – Bending body downward and forward by bending spine at the waist. Important if occurs to a considerable degree and requires full use of lower extremities and back muscles.	
O	TOXIC, CAUSTIC CHEMICAL – exposure to toxic or caustic chemicals	
F	TRUNK ROTATION – STANDING OR SITTING – rotating torso	
O	WALKING - UNEVEN – moving body on foot on uneven surface (ground)	
O	WEATHER CONDITIONS – exposure to outside atmospheric conditions	
O	WET/HUMID – contact with water or other liquids or exposure to humid conditions	
O	VIBRATION – exposure to shaking object or surface	
C	VISION – Visual acuity, color vision, depth perception visual perception of detail at distances close to the eyes; data and figures, computer terminal; visual inspection involving small defects, small parts, operation/repair of machines; visual perception involving distances at or within arm’s reach (mechanics, machine operations); Visual perception involving extended distances (such as required by equipment operators)	

MENTAL DEMANDS

The following charts indicate the type of mental demands typically required to perform the essential functions of the job.)

APPLICABLE	MENTAL REQUIREMENT	ADDITIONAL DETAILS
X	Communication Skills: Written and Verbal	
X	Handling Conflict	
X	Handling Multiple Priorities	Frequent requirement
X	Make non-routine or unexpected judgments	
X	Math Skills: Basic or advanced	Ability to understand and develop complex formulas
X	Operate in absence of clear expectations or procedures	
X	Operate under short time frames/deadlines	Ability to adapt to unexpected spontaneous projects
X	Public Contact	
X	Reading Skills: Basic or technical	Technical
X	Reasoning: Applying or developing procedure	
	Other	

NOTICE: Because of the nature of work at Alaska Basic Industries, the person in this position may be expected to work any shift and at various locations based on company needs and the duties of the position may change at any time and may not be identified in this job description. The content of the job description is intended to describe the general nature and level of work being performed by employees assigned to this classification. It is not intended to be construed as a contract or an all-inclusive list of all responsibilities, duties, and/or skills and abilities required of all personnel so classified. Critical features of this job are described above, but they are subject to change due to reasonable accommodation or other reasons.

BENEFITS

- Paid vacation time and sick leave.
- Medical/ Dental/ Vision insurance. Disability and Life insurance.



ANCHORAGE SAND and GRAVEL CO., INC.
 1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
 Fax: (907) 344-2844 • www.anchsand.com



- 401(k) Plan. Bonus Plan & Profit Sharing Plan (dependent on hours worked).
- Health Savings Account (HSA)
- Car allowance.

ABI is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other legally protected status.
ABI is a drug free work place; passing a drug and alcohol test will be required prior to employment.
Random drug testing during employment.

Please send cover letter and resume to:

Alaska Basic Industries

Attn. Ryan Zins, V.P. & General Manager
 1040 O'Malley Road
 Anchorage, AK 99515

Fax: (907) 344-2844
 Email : Ryan.Zins@anchsand.com

Job Description Acknowledgement – Safety Manager

I have reviewed the job description and I understand all my job duties and responsibilities. I am able to perform the essential functions that include physical & environmental requirements as outlined in the above job description. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified on this description, that I am asked to perform, I should discuss them with my immediate supervisor or the Human Resource Manager.

Employee's Signature

Date

Employee's Name (please print)

Human Resource/ Manager

Date