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## **Safety Coordinator**

Full Time Position

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### ***Job Description:***

Morrow-Meadows Corporation is accepting applications for a full time Project Safety Coordinator to oversee safety activities at the project level in Southern California. This position will require a hands on individual who can meet the job duties listed below and work with project safety management and supervision. The Project Safety Coordinator will manage safety operation activities on a large scale construction project. We are looking for a dynamic person with good communication and people skills who want to learn and expand their talents. We are looking for the right person who is willing to learn and is compassionate about having an impact on the safety of others.

### ***Location:***

Corporate Headquarters  
231 Benton Court  
City of Industry, CA 91789

### ***For This Position Contact:***

Mike Kirley  
909-839-8033  
[mkirley@morrow-meadows.com](mailto:mkirley@morrow-meadows.com)

### ***Job Duties for Safety Coordinator:***

- Conduct onsite safety and orientation for onsite MMC personnel per MMC requirements
- Oversee Project Controlled Substance Program per MMC site requirements
- Conduct site hazard inspection and make corrections per MMC field operations
- To enforce project site safety rules and manage disciplinary actions as needed
- To complete and maintain site specific project safety documentation and files
- To interact with owner, general contractor, and subcontractor personnel safety personnel and achieve common safe workplace goals
- To oversee and conduct daily Pre-Task Hazard Analysis and Job Hazards Analysis permits where required
- To facilitate weekly MMC tailgate safety meetings
- To facilitate accident/incident investigation to determine cause and corrective action
- To enforce MMC Hot Work Policy and Lock Out/Tag Out (LOTO) policies and procedures
- To train on-site personnel on safety procedures and equipment use as needed
- To facilitate on-site new hire safety orientation as needed

**Requirements:**

- A willingness to learn additional safety processes
- 10 or 30 Hour OSHA class
- Current CPR/First Aid trained
- 1-2 years of construction experience
- Able to work in a group setting with multi-parties
- Good people and customer service skills
- A can-do attitude with good communication skills

**Benefits:**

Attracting and keeping the most talented people in the industry is a key to the stability and success of our corporation. Morrow-Meadows Corporation has structured our benefits package to ensure our employees are well compensated for their time and effort. Listed below are some key benefits all employees enjoy:

- Three Medical Benefit Options
  - HMO – Health Maintenance Organization
  - POS – Open Access Managed Care
  - HAS – Health Savings Account
- Dental Insurance
- Basic Life Insurance and Accidental Death & Dismemberment
- Wellness Program
- 401 (k) Plan with employer matching contribution up to \$5,000 per employee annually
- Flexible Spending Account
- Long Term Disability Insurance
- Eight paid Holidays plus your birthday
- Paid Vacation
  - Two weeks your first year of employment
  - Three weeks years two through ten of employment
  - Four weeks after ten years of employment
- A Company Bonus Program that pays out to eligible employees based on company profitability, performance and longevity
- The compensation package will be commensurate to the experience and requirements of the position

**Long Term Commitment:**

If you are looking to be a part of the best team in the electrical contracting industry, you need not look any farther. Our goal of challenging and supporting our employees makes the difference between having a job, and having a career. Morrow-Meadows is an equal opportunity employer.