

Assistant Safety Director

Chemcote, Inc.

Position Title:	Assistant Safety Director		
Reports To:	Safety Director		
Direct Reports:	N/A	Department/Division:	Company Organization
Prepared Date:	2025	Last Revised Date:	7/14/2025

Position Overview

The Assistant Safety Director is responsible for developing, implementing, and monitoring safety and health programs across all asphalt (paving and aggregate) and roofing construction operations. This role ensures compliance with OSHA regulations, company policies, specific project safety requirements, and industry best practices while fostering a culture of safety throughout field and plant environments.

Key Responsibilities (Essential Duties and Functions)

The criteria for evaluation in this position include, but are not limited to, the following:

Performs daily supervision of crew members and equipment as follows:

- Assist in the development, implementation, and maintaining safety policies and procedures tailored to asphalt paving, aggregate operations, roofing job sites and organization business properties.
- Conduct job hazard analyses and establish risk mitigation plans.
- Oversee the safety orientation and onboarding process for new hires.
- Ensure compliance with all federal, state, and local safety and environmental regulations (OSHA, DOT, EPA, etc.).
- Perform regular job site and facility safety inspections anywhere the organization has interests and/or personnel/equipment and provide written detailed documentation for each visit noting positives, negatives and potential hazards.
- Investigate all incidents, near-misses, and property damage; lead root-cause analysis and recommend corrective actions with a detailed written analysis.
- Conduct safety training sessions, toolbox talks, and refresher courses for field and office personnel.
- Maintain training records and certifications similar but not limited to fall protection, traffic control, OSHA 10/30, silica, confined space, equipment operation, etc.
- Maintain and submit safety logs, records, and compliance documentation similar but not limited to OSHA 300 logs, incidents, accidents, safety infractions, etc.
- Provide regular safety performance reports to management, identifying trends and areas for improvement.
- Serve as a resource for any and all Chemcote staff to resolve safety concerns on active jobs.
- Monitor subcontractors and vendors for compliance with company and site-specific safety protocols.
- Promote a proactive, behavior-based safety culture across all levels of the organization.
- Participate in safety committee meetings and coordinate with workers' compensation and claims teams as needed.

OTHER REQUIREMENTS

- Display a professional and courteous attitude to co-workers, supervisors, and the general public at all times.
- Must be willing to work nights and weekends when necessary and be active/present when/if an incident takes place.
- Report to the assigned company location(s) ready to begin work at the designated/necessary start time.
- Strict adherence and enforcement to safety requirements and procedures as outlined in the Chemcote, Inc. Safety and Fire Prevention Program Handbook.
- Strict adherence and enforcement to Chemcote, Inc. policies and procedures as outlined in the Employee Handbook.

- Willingness to work in a team environment and assist co-workers or supervisors with other duties as required.
- Timely and regular attendance is an expectation of performance for all Chemcote employees. Employees will be held accountable for adhering to their workplace schedule.
- Must be willing to take and pass a drug screening, similar but not limited to pre-employment, post-accident, randoms or as deemed necessary by the Chemcote CEO and/or President.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education/Experience

- Associate's or Bachelor's degree in Occupational Health & Safety, Construction Management, or related field (or equivalent experience preferred).
- Minimum 1–3 years of safety experience in construction, with specific experience in asphalt paving, aggregates, or roofing preferred.
- Proven experience as a Leader in the construction industry.
- Strong understanding of asphalt paving practices, roofing practices, equipment, and materials.
- Familiarity with DOT specs and local agency requirements
- Certifications in OSHA 30-Hour (Construction), First Aid/CPR required.
- Certifications in MSHA (if applicable to your aggregate operations); CHST, ASP, or CSP designations are a plus.
- Excellent organizational, analytical, and communication skills
- Ability to multitask under tight difficult constraints.
- Proficient in reporting software similar, but not limited to Microsoft Office Suite (Excel, Word, Outlook, Project)
- Strong knowledge of OSHA standards and state/local/job specific safety regulations
- Ability to assess risk and implement practical safety solutions in field environments
- Excellent communication, training, and leadership abilities

Work Requirements

- Ability to read and interpret construction plans and specifications.
- Valid Ohio Driver's License and clean driving record.
- Proficient in construction processes/equipment as well as paving/aggregate/roofing techniques, etc. to be able to train and communicate clearly from a safety standpoint.
- Ability to problem-solve, make decisions, and adapt to changing project conditions.
- Must possess the ability to be actively involved in job site activities and inspections.
- Must be available to work flexible hours and travel to different job sites within Central Ohio.
- Strong leadership and decision-making skills with the ability to manage and motivate a team.
- Excellent time management, organizational, and communication skills.

Knowledge/Skill Requirements

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write and communicate with simple correspondence using the English language. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two-digit numbers and to multiply and divide by 10's and 100's. Ability to perform these operations using units of American currency and weight measurement, volume, and distance.

REASONING ABILITY:

Applying commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER:

A valid Ohio driver's license and reliable daily transportation are required for this position.

Physical Requirements

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.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

	Continuous	Frequently	Occasionally	Not Applicable
<i>Bend</i>			X	
<i>Kneel</i>			X	
<i>Squat</i>			X	
<i>Climb</i>		X		
<i>Stand</i>		X		
<i>Walk</i>		X		
<i>Sit</i>		X		
<i>Reach</i>		X		
<i>Drive</i>		X		
<i>Fine motor</i>			X	
<i>Repetitive Motion</i>			X	
<i>Right</i>			X	
<i>Left</i>			X	

This position requires an employee to lift:

	Continuous	Frequently	Occasionally	Not Applicable
<i>0 – 10 lbs</i>		X		
<i>10 – 25 lbs</i>		X		
<i>25 – 50 lbs</i>			X	
<i>50 – 100 lbs</i>			X	

Work Environment

While performing the duties of this job, the employee regularly works near moving very hot mechanical parts, products, and is regularly exposed to wet and/or humid outside weather conditions and extreme heat. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually loud.

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>Hot Weather</i>		X		
<i>Cold Weather</i>		X		
<i>Wet Weather</i>		X		
<i>Exposed to Noise</i>	X			
<i>Exposed to High Heat</i>	X			
<i>Moving Equipment</i>	X			
<i>Working with Others</i>	X			

The statements included in this Assistant Safety Manager job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. Other duties may be assigned as required. Requirements for this job are subject to modification by the Company and its designees, and reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Signature

Date

Print Employee Name