

Corporate Office

180 Traders Mine Rd
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Iron Mountain, MI 49801
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Regional Office

200 5th Street
Calumet, MI 49913
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www.gcfirst.com

A Champion, Inc.
Company

January 11, 2023

Gundlach Champion, the largest Upper Peninsula-based contractor, is currently seeking applicants looking to bring their knowledge, experience, and results-oriented thinking to a Health and Safety Manager position. In this role, you will plan, implement, and supervise all project safety, accident, and fire protection programs in compliance with established corporate safety programs and state and federal regulatory standards.

Key Result Areas

- **Safety: Zero Lost Time Accidents.** This is accomplished by making sure all GCI personnel are compliant with the Champion, Inc. safety program and the safety programs of respective clients.
- **Site Safety Audits:** The Health and Safety Manager will be responsible for developing a written report template in a format that promotes efficient communication of jobsite conditions. The Health and Safety Manager will conduct weekly walk-throughs at all GCI jobsites with site supervision to review weekly work tasks, site conditions, potential required trainings for upcoming work tasks, review JHAs, review Toolbox Talks, etc. The Health and Safety Manager will also work with site personnel to take any corrective measures based on observations during the walk-through. The Health and Safety Manager will also be responsible for ensuring subcontractors are compliant with GCI safety requirements and address with them directly.
- **Develop Site Specific Safety Procedures:** The Health and Safety Manager will be responsible for the development of a JHA program and its implementation at GCI jobsites.
- **Employee Training:** The Health and Safety Manager will be responsible for working with the VP of Field Operations, Operations Manager, and Corporate Safety Director to develop a plan for safety trainings as well as scheduling specific training sessions based on upcoming work activities. The Health and Safety Manager will also be responsible for performing basic training sessions at GCI jobsites for such topics as manlift operations, forklift operations, wall bracing, etc.
- **Oversite of Employee Inspections:** The Health and Safety Manager will be responsible for ensuring all GCI personnel are aware of the required inspections at all GCI jobsites. The Health and Safety Manager will provide applicable training on which inspections are required, frequency, how the inspection is to be performed, appropriate documentation, etc. The Health and Safety Manager will assist jobsites in ensuring inspections are being completed correctly and on time.
- **Accident / Incident Investigation:** The Health and Safety Manager will be responsible for performing regular trainings at all jobsites on accident, incident, and near miss reporting. The Health and Safety Manager will also be responsible for coordinating with jobsite personnel when an incident has occurred and with Champion, Inc. safety personnel to ensure all applicable information is provided and required steps completed.
- **Weekly Safety Bulletins:** The Health and Safety Manager is responsible for identifying an applicable topic for the weekly safety bulletin as well as assembling applicable information for bulletins after an accident or near miss. The Health and

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Safety Manager will assemble the safety bulletin with assistance from the Operations Manager and distribute via email to all GCI and other Champion, Inc. personnel.

- Nurture GCI Safety Culture: Similar to KRA #1, the Health and Safety Manager will be responsible for nurturing the safety culture within GCI. This may include developing programs that promote involvement in annual safety slogan campaigns, getting employees involved with safety related inspections or walk-throughs, safety luncheons, etc. The Health and Safety Manager will make recommendations to GCI Management on ways to keep safety at the forefront of all employees' minds and to work towards the goal of no lost time incidents for which GCI is at fault.
- Safety Committee: The Health and Safety Manager will work with the GCI Safety Committee and eventually chair the group. The Health and Safety Manager will be responsible for maintaining active participation and working with the committee to identifying issues within GCI that need to be resolved. The Health and Safety Manager will oversee the groups to ensure they are regularly completing their assignments within an agreed upon timeframe. The Health and Safety Manager will be responsible for scheduling the meetings, coordinating a location, generating the meeting agenda, and distributing meeting minutes after each meeting. The Health and Safety Manager will make recommendations on new committee members every two years.

Additional Requirements

- Subject to drug screens for pre-employment, for cause, random, and suspicion
- Maintain knowledge of Gundlach Champion's company values and strategic plan
- Support published corporate policies
- Perform additional assignments per management's direction
- Be able to smoothly handle a variety of situations and problems that may arise, sometimes several at a time, and either solve them or work with others involved in order to come to cooperative resolution
- Represent Gundlach Champion, Inc. in a professional and polite manner in the community, with prospective clients, with current Owners, and other business and health and safety contacts
- Strong work ethic
- Proven ability to work effectively both independently and in a team-based environment
- Well organized and able to multitask
- Proficient with Technology
 - Office 365
 - Adobe Acrobat
 - Cloud-based applications

Education/Experience

- 5-7 years' experience in Construction Health and Safety field
- Experience working as safety coordinator
- Bachelor of Sciences in applicable Health and Safety Program or Associate's Degree with experience

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- Authorized OSHA Instructor for Construction certification a plus
- MSHA Surface Metal/Non-metal Instructor Part 48 a plus

Work Environment

Incumbent will spend time in an office environment at a desk with computer and phone. The incumbent will also spend time at an active construction site in a job trailer with a desk or table to work at. Incumbent will be expected to wear the appropriate footwear, eye protection, and other essential PPE while in active construction areas. While in active construction areas, the incumbent will be exposed to a variety of working temperatures and weather such as, but not limited to, sunshine, heat, rain, snow, cold temperatures, humidity, and dust. Travel is required 50% of the time within the operational geographical region.

Personal Protective Equipment

- Steel Toe Boots (By Employee) – Required
- Eye Protection – Required
- Hearing Protection – Required
- Gloves – Required
- Hard Hat – Required
- Safety Vest – Required
- Fall Protection – Potentially Required
- Chemical Protection – Potentially Required
- High Visibility Clothing – Required
- All other equipment as hazards exist – Required

Work Hours (average)

This position is a full-time position. Incumbent will be expected to work 40 to 60 hours per week depending on jobsite needs. Workdays will be 4-6 days per week, Monday to Saturday.

Exemption Status

Exempt Employee - Not Eligible for Overtime Pay

Physical Requirements

While performing the duties, the incumbent is regularly required to make use of close vision to read fine print, reports, schedules, estimates, spreadsheets, summaries, and other documents in either hard copy or computer monitor. Must be able to converse on the telephone and in person, use hands and fingers to write and type, prepare email messages with attached files, and use personal computers, smart phones, tablets, and calculators. The incumbent will periodically need to lift and/or carry heavy objects, weighing up to 50 pounds. The incumbent may also be required to occasionally sit, climb, crawl, kneel, bend, or reach above the shoulders for a variety of purposes to accomplish their everyday responsibilities. The incumbent will frequently be required to stand and walk. All physical demands are typical of a commercial or industrial construction site.

Competitive pay will be offered based on experience.

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Qualified applicants can apply by submitting your resume and list of references via email to payroll@championinc.com.

Gundlach Champion, Inc. is an Equal Opportunity Employer.
EOE/Minorities/Females/Vet/Disabled