



DIRECTOR OF RISK MANAGEMENT AND WORKPLACE SAFETY

Company: ASMG Services, LLC

Location: West Springfield, MA

Department: Employee Health and Safety

Reports to: CFO

Classification: Exempt

Revised: July, 2024

Position Summary

You will be responsible for leading a team of safety professionals throughout the Northeast. Your team would include Three Safety Managers (regionally-based), one OHS Specialist, and one Risk Manager. As the Director, you will spearhead efforts to improve our already strong culture and record as a best-in-class performer in workplace safety and ensure compliance with applicable regulations. You will identify workplace hazards, risks and opportunities, coordinate all safety programs and committees, and ensure complete and effective documentation of training, compliance, and results. You will consult with key stakeholders to establish policies and procedures. You will oversee workers compensation, automobile, and general liability insurance programs, as well as oversee administration of all claims.

Key Responsibilities

- Plan, direct and coordinate activities of Safety Managers to conduct work site (plants, facilities, and jobs) audits and inspections; assure that risk management plans are in place for each
- Monitor workplace health and safety regulations (OSHA and MSHA); design and implement strategy to assure 100% compliance; act as lead representative for all regulatory audits and investigations
- Plan, design and implement employee training programs to ensure compliance and best practices
- Monitor, respond to and assist supervisors with investigation of workplace incidents, ensure timely and accurate reporting of claims; personally conduct, in conjunction with Safety Managers and Environmental Managers, investigations of major incidents
- Oversee all claims through closure, coordinate all investigations and legal proceedings
- Coordinate with operations personnel to ensure integrity of emergency systems and conduct drills to ensure preparedness
- Work closely with leaders across all operations to address and learn from incidents, develop strategies to prevent mishaps, and report on the success of these strategies; standardize workplace safety standards and procedures across the organization, particularly post-acquisition
- Develop and manage a robust incident and near-miss reporting system; collect and analyze data on all incidents; develop and deliver meaningful KPIs, reports and insights; make improvement recommendations
- Coordinate with logistics and construction leaders to develop and manage trucker and subcontractor pre-qualification process and documentation
- Participate in incident review committee



- Ensure that all employees receive safety orientations, recurring training, and annual start-up training

Minimum Qualifications

- Bachelor's degree in occupational safety and health, Risk Management, Civil Engineering, Construction Management, or related field
- Ten years of experience managing workplace health and safety
- Five years of experience leading and managing a team
- Strong knowledge of OSHA regulations and standards
- Knowledge of the principles of behavior-based safety, ergonomics, health and safety management systems, industrial hygiene, injury and illness prevention, training, hazard recognition, risk assessment, and risk management strategies
- Valid driver's license, preferably with clean abstract, and vehicle (with reimbursement) that meet company standards
- Ability to (occasionally) respond to night or weekend events, ability to travel throughout the Northeast (up to 25%)
- Excellent organizational; strong knowledge of MS Office software (Outlook, Excel, Word, and PowerPoint)
- Strong interpersonal and communication skills, ability to lead and motivate others

Preferred Qualifications

- Certified Safety Professional or Certified Risk Management Professional
- Experience with road construction, hot mix asphalt plants, and quarries
- Experience managing insurance and claims
- Strong knowledge of MSHA regulations and standards.

Ideal Candidate

- Absolute commitment to integrity, safety and risk avoidance; reliable and able to adapt to the natural evolution of the company and the industry in which we operate
- Ability to give and receive feedback in a constructive and productive manner
- Detail oriented, knowing when to get in the weeds and when to stay out of the weeds, ability to work with a high level of accuracy
- Ability to maintain and protect confidential information
- Ability to collaborate with other leaders to make sound and timely judgements, while knowing when to exercise independence
- Ability to work and communicate professionally with a diverse employee group, deal with difficult and high-conflict situations



Physical Demands

- Frequently required to stand, walk, sit and use hands, reach with hands and arms, feel, talk, see, and listen.
- Occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl.
- Frequently lift and/or move up to 25 pounds.

Work Environment

- Many hours are in the corporate headquarters in West Springfield, Massachusetts
- Plants and job sites often have exposure to sustained noisy machinery, dust, heat, cold, rain and snow, low light (night work), and other hazardous conditions