



Job Title: Safety Manager

Company: Omaha Track, Inc.

Organization: Safety

Location: Corporate Office – Omaha, NE

Site Supervisor: Chief Administrative Officer

Manager: Chief Administrative Officer

Exempt Status: Exempt

Position Status: Full-Time

Position Description

The Safety Manager is responsible for consulting with the facility management team on safety related issues impacting their operations. Their mission will be to re-enforce a strong culture of safety throughout the organization. They will conduct audits, observations and serve as the frontline safety contact for facility management. In addition, the Safety Manager will coordinate the continuous improvement of the data analytics and reporting of the key safety metrics across all business units.

Major Areas of Responsibility

- Partner with the other members of the safety team to develop and implement continuous improvement processes and procedures across all business units of Omaha Track
- Re-enforce Omaha Track’s safety leadership culture (“LEAD”) in a manner that promotes cooperation and improved morale and serve as back-up as needed
- Serve as the frontline safety advisor for all Omaha Track facilities and consult with management on safety plans, scorecards, and conduct joint and solo observations and audits
- Coordinate with the other members of the safety team to update the safety manual and rule book each year or as needed. Take the lead on preparing drafts for review and final product for distribution.
- Assist other members of the safety team on investigations across the organization
- Take the lead and partner with HR to implement SPOTFIRE data analytics software to produce reporting/dashboards relating to safety
- Take the lead in the centralization of all safety training and certifications within the Cornerstone system
- Assist the Compliance Manager with safety training as needed for new hires and annual renewal training
- Consult with management to establish/revise operational policies and resolve problems involving safety
- Ensure the timely reporting of all safety and risk management related information for all facilities

Minimum Qualifications

- Bachelor’s degree in business, safety, management, occupational health, or related field required
- Graduate degree or additional certification(s) related to risk management, safety, and training is a plus
- Experience with data analytics, dashboard reporting and safety metrics
- Experience in the railroad industry is a plus
- Excellent written and verbal communication skills with a high level of accuracy and attention to detail
- Demonstrated strong interpersonal skills with a focus on tact, coaching, public relations, and professionalism
- Demonstrated ability to prioritize appropriately and successfully manage projects through completion

Work Requirements

- Strong aptitude with technology including the ability to operate a computer with a high level of competence and proficiency with Microsoft Office (Outlook, Excel, Word, and PowerPoint)
- Understand and accurately interpret laws, rules, regulations, and other guidelines
- Analyze complex problems and develop effective and efficient solutions and alternatives

- Collect, investigate, and analyze data and prepare clear and concise reports
- Anticipate events and outcomes; develop strategies and work plans; execute appropriate actions
- Establish and maintain cooperative and effective working relationships with a diverse group
- Ability to meet all functional requirements including, but not limited to: lifting, sitting, kneeling, standing, walking, bending, squatting, finger dexterity, and reaching above/below shoulders

Travel Requirements

- This position may require travel up to 35% - 40% of the time; Could be up to 50% initially

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description was last updated on March 28, 2019