

THE UTAH SAFETY COUNCIL

Job Description

TITLE: Occupational Safety Program Manager

POSITION OVERVIEW:

The Occupational Safety Program Manager develops, coordinates and manages the instructional activities for statewide OSHA Compliance occupational safety programs and courses and online computer based training at the Utah Safety Council office. The position assures necessary training materials and equipment are available, appropriate fees are accounted for, and evaluates, instructs and verifies instructor's credentials yearly. The position works with the Utah Safety Council staff to coordinate the promotion of courses through compiling information, preparing brochures and advertising to target audiences. The position also provides technical assistance and consultation to assist companies in implementing their safety programs and evaluate the needs of the safety community to develop new training programs, and materials. The position establishes goals and budgets to meet and exceed the program goals set by the Utah Safety Council.

RESPONSIBILITIES/DUTIES:

- Develop and manage the instructional activities of statewide occupational safety programs and courses taught through the Utah Safety Council.
- Manage and promote consulting services
- Assure necessary training materials and equipment are available and up to date.
- Coordinate class schedules, rosters and the certification process.
- Manage online training programs, including computer lab and new opportunities.
- Set up and manage classroom appearance, supplies, and refreshments.
- Recruit new members.
- Establish and maintain member relationships through class scheduling and member visits/tours.
- Research and find new business opportunities.
- Assure appropriate fees are established and collected for training classes and consultations.
- Recruit, evaluate, instruct and verify instructor's certification yearly.
- Coordinate the promotion of courses to members and non-members of the Utah Safety Council.
- Collaborate with companies to implement their safety programs and assist in the development of new training programs and materials.
- Establish yearly goals and budgets for the Occupational Training programs.
- Travel for onsite classes and conferences as assigned.
- Other duties as assigned.

QUALIFICATIONS

SKILLS / ABILITY TO:

- Understand and interpret OSHA regulations.
- Curriculum development and review.

- Research methods and resources for new programs and new business.
- Knowledge of general industrial safety practices.
- Communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing.
- Develop marketing plans for classes to identify target audiences and promote upcoming classes.
- Strong presentation and communications skills, both verbally and written.
- Use computer related database software.
- Ability to interact and communicate professionally with peers, support staff, and safety professionals in the community.
- Demonstrate skills in project management.
- High energy self-starter and collaborative team player.
- Demonstrate commitment to building and maintaining a strong business relationship with current and potential customers.

MINIMUM QUALIFICATIONS:

A bachelor's degree in occupational safety or similar, or two years full-time paid professional employment in the safety community.

TO APPLY:

Send resume and salary requirements to employment@utahsafetycouncil.org.