



DESIGN | BUILD | BEYOND

At Willmar Electric Service we are People Making a Difference for People.

We are a design-build Electrical Contractor seeking a Safety Coordinator who provides oversight to ensure safety practices, policies and procedures are properly implemented and followed by employees of the company. This position works in cross function with Human Resources on projects and duties.

If you have the desire to learn and grow, you will have opportunities for advancement with Willmar Electric Service. As we grow and prosper, we want you to grow and prosper with us.

Willmar Electric Service is a fourth generation Family Owned Company who started electrical installation in 1920.

Willmar Electric Service is accepting applications for a Safety Coordinator.

Applications can be completed online at <https://willmarelectric.com/careers/>

Salary: DOE

Job Summary:

This role is responsible for ensuring, maintaining, and enforcing safety practices, policies, and procedures are properly implemented and followed by the company's employees and ensuring compliance with OSHA, MNOSHA, and other regulatory agencies. Quarterly travel to all job sites within the company and its regions is required. This position also involves working collaboratively with human resources on various projects and responsibilities. Position not tied to Willmar, MN only. Our Regional offices are located in Willmar, MN, Lawton, OK and Lincoln, NE. Qualified applicants from these areas are encouraged to apply.

Essential Functions:

- Conduct regular walk-through inspections of all company job sites by visiting each region quarterly. Ensure, maintain, and enforce company compliance with OSHA, MNOSHA, and other regulatory agencies. Conduct insurance and OSHA inspector walk-through tours.
- Produce a weekly safety meeting and track completion by all personnel.
- Issue site safety postings.

- Issue various entry permits (i.e. confined space), as required to maintain compliance with governmental regulations.
- Identify, document, and recommend resolutions of hazardous/potentially hazardous conditions – complete follow through to ensure corrections have been made.
- Assist in controlling hazardous working conditions and unsafe employee activities by interfacing with project management/supervisory personnel.
- Document all accidents, safety violations, unsafe conditions/activities, and tests.
- Investigate personal injury and property damage accidents as well as, compile data, photographs, and all pertinent forms and reports per program procedures and federal, state, local regulations associated with accidents.
- Prepare written appeals for safety violation citations.
- Develop and coordinate all staff and craftworker safety training including Weekly Safety Meetings.
- Train, issue and document equipment operator's certifications.
- Qualify employees for DOT compliance and train on standards and regulations.
- Document and ensure proper reporting of all safety/education training completed by personnel onsite.
- Maintain site safety records within the designated construction management database system. (First Report of Injury, Construction Supervisor's Report, etc.)
- Prepare safety policies and manuals.
- Conduct customer specific safety pre-qualifications.
- Assist General Superintendent and Foremen in project safety while holding them accountable for their responsibilities as outlined in their job description.
- Demonstrate the ability to adapt to change priorities or demands, including performing other duties for your supervisor, as assigned.

Minimum Qualifications:

- Understand construction hazards and safety procedures.
- Proficient written and oral communication.
- Proficient in computer programs, which include, but are not limited to: construction software systems, Microsoft Word, Excel, and Outlook.
- Detail oriented.
- Possess presentation skills.

Preferred Qualifications:

- OSHA510 certification and certified trainer for Powered Industrial Trucks.

Benefits:

Here at Willmar Electric Service, we offer over 30 different benefits for our team members.

Paid Time Off

- Paid Vacation/Sick Time
- Paid Holidays
- Paid Jury Duty
- Paid Bereavement Leave

Health and Wellness

- Adoption Benefit
- YMCA/Gym Benefit
- Company Gardens
- Health/Wellness Programs
- Mentorship Program

Financial Security

- Identity Theft Protection
- Generous 401K with Match
- Profit Sharing
- Flex/Dependent Care
- Short Term Disability and Accident Insurance
- Life Insurance
- Medical Bridge Insurance

Education

- Paid Continuing Education
- Apprenticeship Classes/GI Bill
- OSHA10
- Paid Safety Training

Helping the Community

- PTO Bonus for Volunteering
- Financial Support for Community Events
- Monthly Charity Donations

Insurance offerings

- Health Insurance
- Health Savings Account
- Dental Insurance
- Vision Insurance

Work Programs

- Paid Tool/Clothing Reimbursement
- Referral Bonus
- Advancement Opportunities
- Merit-Based Bonus
- Technology for Project Documents
- Vehicle Allowance (Superintendents and Project Managers)

Educational Scholarships

- K-12 Christian Education
- Dependent Continuing Education
- ABC Continuing Education
- Ridgewater College
- Local High School

We aim to provide incredibly efficient and innovative solutions that extend far beyond what you'd expect from an electrical service company.

We are seeking someone who knows that profit is essential to a business and will do their best to be efficient in their day to day work so that the company can continue being a business of "People making a difference for People".

If you feel that this job fits you, we would love to meet you. Please fill out our application at <https://willmarelectric.com/careers/>

Applicants are subject to a background check. We are an EOE.

For questions contact, Jill Baker at 320-262-5410.