



Position Title: Facilities and Safety Coordinator	Department: Warehouse
Reports To: Warehouse & Facilities Supervisor	FLSA Status: Non-Exempt

General Summary:

The Facilities and Safety Coordinator is responsible for overseeing the company's buildings, campuses and other physical assets. This position also coordinates PRTC's safety program and provides safety training and oversight to PRTC's personnel.

Essential Job Functions:

- Manages PRTC facilities, buildings, campuses and other assets. Ensures all facilities are fully operational, repairs are conducted in a timely fashion, plans for future renovations and recommends budgeted improvements.
- Provides assistance with PRTC's long term strategy regarding space management, new building installation, campus expansions, remote warehouses and other related projects.
- Develops safety standards for all departments. Ensures departments are adhering to standards and documents employee infractions.
- Performs yearly vehicle safety inspections, PPE equipment, organization, cleanliness
- Ensures compliance with all applicable OSHA & EPA reporting and regulations
- Ensures all required OSHA, EPA & Company safety training is completed
- Ensures safety & environmental rule compliance within all departments
- Ensures completion of investigation and corrective actions for all incidents / near misses
- Facilitates monthly companywide safety meetings
- Performs safety training for new hires and re-training for current employees
- Supports employees in selection of appropriate personal protective equipment
- Monitors lost-time injuries/illnesses and workers compensation claims
- Reward, recognize and celebrate accomplishments and improvements
- Assist with Company vehicle safe driver awards program
- Manages landscaping and other recurring contracts. Conducts bids to ensure the most economical solution is in place.
- Approved invoices for repairs and new projects.
- Maintains accurate generator service records and contracts for service
- Monitors company owned HVAC systems and schedules regular maintenance

**These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

Knowledge, Skills, and Abilities:

- Strong computer skills and a working knowledge of software programs such as Microsoft Office, email, web browsers and other network utilities. Must have ability to type.



- Working knowledge of construction principles including electrical, mechanical, plumbing, HVAC, structural, etc.
- Knowledge of company products, services, policies and procedures
- Work effective, with minimal supervision, with other operations and engineering staff.
- Ability to communicate with co-workers and various business contacts in a professional and courteous manner.
- Ability to work independently and make sound technical decisions using information at hand.
- Ongoing need to stay abreast of telecommunications safety standards and new safety advancements in our industry.

Education and Experience:

- High school degree required. Degree in a Safety Science or environmental field a plus
- Comfortable making presentations and speaking in public.

Evaluation Criteria:

- Knowledge of safety standards and ability to track and maintain PRTC's safety program.
- Ability to communicate well with coworkers and proactively implement and train employees on safety initiatives.
- Knowledge of building codes, ability to read blueprints, knowledge of building permitting standards.
- Ability to multitask



Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read service orders and trouble reports.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking: Must be able to move about work site.			X	
Climbing/Stooping/Kneeling: Must be able to stoop, kneel and crawl to perform installations.		X		
Lifting/Pulling/Pushing: Must be able to lift at least 40 lbs.		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Somewhat disagreeable working conditions due to the continuous exposure to one or more of the elements listed above. Exposed to one element continuously or several elements occasionally, but usually not at the same time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.