

**Safety Services Coordinator**  
**OTIC Administration Building – Berea Ohio**  
**OHIO TURNPIKE & INFRASTRUCTURE COMMISSION**

The Ohio Turnpike & Infrastructure Commission is seeking an experienced **Safety Services Coordinator** to work in our Safety Services Department.

Qualified applicants must possess a minimum of an Associate Degree in a safety related field or five (5) years' experience in a general industry and/or construction safety. Prior supervisory experience preferred. Must have above average communications skills, first aid training, experience in preparing and delivering safety training and/or educational presentations. Must possess a current valid State of Ohio Driver's license. AED/CPR instructor certification is preferred or obtained within one year of hiring.

Must have a good understanding of the Ohio Fire Code, Building Code, Ohio Manual of Uniformed Traffic Control Devices, the National Incident Command System, the National Electric Code, the National Fire Protection Agency, the Ohio Environmental Protection Agency, Occupational Safety and Health Agency (OSHA), the Ohio Public Employment Risk Reduction Program (PERRP) and ANSI regulations. Develops and update employee safety training programs. Investigates employee injuries or job accidents and provides recommendations as needed. Inspects the Commission and Contractor construction sites and ensures any deficiencies are corrected. Works after hours as needed, and respond to incidents as required. Prepares and edits Commission safety policies, procedures, and rules. Resolves safety complaints and/or issues from Turnpike customers, personnel and labor organization officials in a professional manner.

The Safety Services Coordinator assists the Ohio Turnpike and Infrastructure Commission (OTIC) Safety Service Manager in coordinating, scheduling, evaluating, and monitoring Commission and Contractors safety and training programs. Conducts regular OSHA safety inspections of all Commission facilities, contracted construction projects and enforces all regulations. Annually, reviews and assists in maintaining Commission written safety policies, guidelines and procedures. Responds to and/or coordinates hazardous materials incidents, motor vehicle accidents and other large scale incidents with OTIC Maintenance, first responders, Disabled Vehicles Services, Ohio State Highway Patrol, the Ohio EPA and hazmat cleanup companies, etc. Evaluates and assists annually with the department budget. Coordinates the service and maintenance of the Commission automated external defibrillators and conducts CPR/AED training. Performs any other be assigned by the Safety Service Manager.

**SALARY**

Starting salary is \$49,605.40 annually plus excellent benefits to start. Salary increases with OTIC service.

**WORK LOCATION**

Ohio Turnpike & Infrastructure Commission Administration Building, 682 Prospect Street, Berea, OH 44017. Employees do not pay tolls to and from their assigned work installations.

The predominant work environment is the office; however, position also requires extensive travel to various locations on the Ohio Turnpike, working at night time and weekend call-out hours often in severe weather and when required at other times. Must have the ability to walk all contractor and Commission construction sites and be capable of climbing ladders, scaffold and other construction equipment.

**APPLICATION PROCESS**

Those interested may obtain a copy of the employment application at [www.ohioturnpike.org](http://www.ohioturnpike.org). Individuals must print the application, fill out using a blue or black ink pen, and send it along with a cover letter, resume and a signed FCRA Authorization Form via U.S. mail to:

The Ohio Turnpike & Infrastructure Commission  
Attn: Human Resources Manager  
Human Resources Department  
Reference Code: Safety Services Coordinator  
682 Prospect Street  
Berea, Ohio 44017

**Applications must be received no later than Friday, December 19, 2014 at 5:00 p.m.**

No phone calls/faxes/electronic submission please.

The Ohio Turnpike & Infrastructure Commission is an *Equal Opportunity Employer*