

JOB DESCRIPTION

JOB TITLE:	Safety Manager	COMPANY/DIVISION:	Bell Electrical
JOB CODE:	CMGR045E		
GRADE:		EXEMPTION STATUS:	Exempt
POSITION TYPE:	On-Site	EEO CODE:	1.2
WORK LOCATION:	Casey, IL	SUPERVISOR:	☒ Yes ☐ No
REPORTS TO:	President	VERSION DATE:	07/2026

JOB SUMMARY

Promote a positive and professional safety culture while overseeing the general administration of safety, compliance, and training activities for on-site personnel.

Responsible for understanding, upholding, and promoting the Everus 4EVER Strategy.
Employees | Value | Execution | Relationships

JOB RESPONSIBILITIES

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.

- Promote a positive and professional safety culture while overseeing the general administration of safety, compliance, and training activities for on-site personnel.
- Manage the on-site safety team, ensuring knowledge of job duties and expectations of subordinates.
- Work with project teams to ensure work activities are planned and conducted in a manner that addresses potential risks to trade personnel, operations, the public, and project assets.
- Assist the Regional Safety Director in controlling hazardous working conditions and unsafe employee activities.
- Communicate with project personnel in the review and development of safety, health and environmental plans for construction projects; participate in pre-bid conferences, walk-throughs, and pre-construction meetings.
- Provide consultation, coordination, and oversight activities to ensure appropriate requirements and best practices are incorporated during project pre-planning and construction phases
- Evaluate the safety of the project daily, by conducting safety inspections and audits on sites and equipment to identify, document, and determine resolutions to hazardous and potentially hazardous and/or unsafe working conditions and behaviors.
- Develop, promote, and sustain safety related-trainings on various topics, safe work practices, procedures, and techniques including but not limited to: Fall Protection, NFPA70E LOTO, Aerial Lift, Trenching & Excavation, Confined Space, and others.
- Respond to, investigate, provide detailed reports, and follow up on any safety related issues/incidents, including compiling data, photographs, statements, etc.
- Review completed JHA's, Permits, Emergency Action Plans, MOP's, SOP's, and other
- Oversee investigation of serious incidents or near-misses
- Regularly interface with general contractors and subcontractors, leading on-site incident reviews and planning to prevent injury and operational impacts.
- Manage and/or compile documentation related to site observations, recommendations, and corrective actions.
- Conduct or partner in property damage and personal injury investigations.
- Conduct incident investigations and assist in the JHA/HPI process and driving field understanding.
- Conduct incident investigation training for field supervisors.
- Document all incidents, safety violations, unsafe conditions/activities, and report accordingly.
- Accompany OSHA safety and health compliance officers on walk-through tours as required.
- Oversee PPE availability and appropriate usage.
- May occasionally need to respond to emergencies during non-business hours.
- Perform additional duties as assigned.

JOB CRITERIA

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

MINIMUM EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS				
• Bachelor's Degree in Occupational Health and Safety (or related field); or • Minimum 3+ years of construction safety experience or equivalent combination of training and related experience. • Previous construction jobsite safety experience is required.				
REQUIRED KEY SKILLS AND COMPETENCIES				
• Requires strong organizational skills, attention to detail, and the ability to prioritize and complete projects on schedule. • Requires strong working knowledge of federal, state, and local construction safety regulations as well as NFPA 70E and applicable construction consensus standards • Must be able to establish effective working relationships with project personnel including but not limited to project managers, construction superintendents, and construction foremen • Must be able to manage multiple projects and priorities and make sound decisions in a timely fashion • Ability to function in a position designed to serve independent operating units in decentralized environment • Proficiency with Microsoft products, including Word, Excel, and PowerPoint • Understands and can utilize data management tools used for analyzing construction reporting data • Thorough knowledge related to the safe operation of construction sites, including but not limited to, trenching and excavation, scaffolding, forklift operation, cranes/hoists, fall protection, signs/barricades, steel erection, hand/portable tools, confined space, and hearing conservation. • Excellent interpersonal communication skills, organizational skills, and supervisory skills. • Must be able to maintain confidentiality and contribute to a team-oriented work environment. • Knowledge of all federal, state, local, and company safety guidelines, rules and regulations is required. • Ability to recognize hazardous situations and implement corrective measures is essential.				
OTHER REQUIREMENTS				
• Must carry and maintain a valid driver's license and will be subject to the Company's motor vehicle record check. • Will be subject to the Company's background check, MVR (motor vehicle record), and drug screen programs. • Will be subject to the Client's background check and drug screen programs. • May be subject to period background checks and/or drug screens, depending on site specific requirements. • May be required to wear personal protective equipment, including occasional use of respiratory protection equipment (up to full face negative pressure respirator) • Must be able to frequently walk up and down stairs, walk on uneven terrain, use/climb ladders, and enter confined spaces. • Must be capable of lifting and carrying objects weighing up to 50 pounds • Work schedule may vary due to construction schedule; nights and/or weekend work may be required • Must carry a valid driver's license issued in state of residency with ability to pass OEG, Inc.'s motor vehicle records check, background check, and drug and alcohol check requirements • Individuals with Disabilities/Protected Veterans. EEO/AAP ←Required for Affirmative Action				
PREFERRED QUALIFICATIONS				
• CHST or CSP certifications are preferred. • Previous experience in industrial electrical construction is preferred.				
PHYSICAL DEMANDS & WORKING CONDITIONS				
<i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>				
PHYSICAL DEMAND LEVEL				
☐ Sedentary Work: Occasionally lifting up to 10 lbs. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. ☐ Light Work: Occasionally lifting up to 20 lbs., and/or up to 10 lbs. frequently. May require sitting most of the time but entails pushing/pulling of arm or leg controls or constant movement of less than 10 lbs. ☒ Moderate Work: Occasionally lifting up to 50 lbs. and/or moving 10-25 lbs. frequently. ☐ Heavy Work: Occasionally lifting up to 100 lbs., and/or frequently moving 20-50 lbs., and/or constantly moving 10-20 lbs.				
PHYSICAL DEMANDS				
PHYSICAL ACTIVITIES	Never/Seldom	Occasionally (0-3 Hours/Day)	Frequently (3-6 Hours/Day)	Constantly (6+ Hrs/Day)
Sitting	☐	☒	☐	☐

Standing	☐	☐	☒	☐
Walking/Operating Foot Controls	☐	☐	☒	☐
Lifting	☐	☒	☐	☐
Crawling/Kneeling	☐	☒	☐	☐
Crouching/Squatting	☐	☒	☐	☐
Stooping/Bending	☐	☒	☐	☐
Pulling/Pushing/Reaching	☐	☒	☐	☐
Feeling/Grasping	☐	☐	☐	☒
Balancing	☐	☒	☐	☐
Climbing	☐	☒	☐	☐
Hearing	☐	☐	☐	☒
VISUAL AWARENESS	Never/Seldom	Occasionally (0-3 Hours/Day)	Frequently (3-6 Hours/Day)	Constantly (6+ Hrs/Day)
Visual perception at close distances	☐	☐	☐	☒
Visual perception at extended distances	☐	☒	☐	☐
Depth perception	☐	☐	☐	☒
Visual perception at medium (arm's reach) distances	☐	☐	☐	☒
Color vision and ability to differentiate between green and red	☐	☐	☒	☐
WORKING CONDITIONS	Never/Seldom	Occasionally (0-3 Hours/Day)	Frequently (3-6 Hours/Day)	Constantly (6+ Hrs/Day)
Worker is subject to inside environmental conditions, protection from weather conditions, but not necessarily from temperature changes	☐	☐	☒	☐
Worker is subject to outside temperature extremes; temperatures below 32° and above 100°, possibly for extended periods	☐	☐	☒	☐
Worker is subject to noise that is sufficient to cause worker to shout to be heard	☐	☒	☐	☐
Worker is subject to vibrations to extremities or whole body	☐	☒	☐	☐
Worker is subject to hazards such as uneven surfaces, moving parts, electrical current, high workspaces and exposure to heat or chemicals	☐	☐	☒	☐
Worker is subject to atmospheric conditions that affect the respiratory system and/or skin; fumes, odors, dusts, mists, gases, oil or poor ventilation	☐	☒	☐	☐
Worker is subject to emergency situations involving hazardous elements, limited response time and stressful situations	☐	☒	☐	☐
Worker is subject to scheduled and/or unscheduled overtime	☐	☐	☒	☐
Worker is subject to shift work that may include nights, weekends, holidays and rotating shifts	☐	☐	☒	☐
Worker must exercise judgement, use deductive reasoning and be able to follow safety procedures. Failure to do so could result in serious injury, death and/or financial liability. Mental alertness is vital to performing work safely.	☐	☐	☐	☒

This job description has been approved by:
Human Resources: *Kallie Holt, HR Manager*

Date: 7/21/2026

This job description in no way states or implies that these are the only duties to be performed by the person in this position. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

I have reviewed the essential functions of this position and acknowledge that I am able to perform the essential duties of this position with or without accommodation.

If any required accommodations, please note here (If no accommodations are required, please list "N/A"):

Employee Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____