



McCormick Biological Inc.

Safety Administrator

McCormick Biological, Inc. (MBI) is a biological consulting firm based out of Bakersfield, CA, that specializes in the biological resources of Central California. We are seeking applicants for an hourly position. The position is expected to be 30+ hours per week, a full time position.

General Job Description:

Under the supervision of senior staff, the safety administrator is responsible for the development and implementation of a comprehensive safety, health and risk management program that provides a safe environment for MBI, their employees, contractors, and clients. The program will be compliant with all applicable rules, regulations, laws and standards related to internal and external policies, accrediting agencies, and other standards that support safety.

General Responsibilities:

- Develop a comprehensive safety program throughout the company that drives employee engagement.
- Maintain and improve safety documentation, communications, and record retention (including safety guideline documents such as the Health & Safety Handbook and standard operating procedures).
- Conduct safety audits to monitor safety conditions in the work environment with the intent to identify problems, recommend solutions to complex problems that require the regular use of ingenuity and creativity, and effectively incorporate changes in the safety program as needed.
- Respond to client requests for information, such as completing safety metrics surveys and submitting Certificates of Insurance (includes management of requests submitted through ISNetwork).
- Compile and maintain OSHA logs, including OSHA mandated accident and incident information, in compliance with federal regulations.
- Conduct near-miss, accident, and injury/illness root-cause investigations.
- Manage the workers compensation claims process.
- Conduct safety orientation and annual training for new and regular employees (including monthly training during staff meetings) as required by federal, state and local regulations.
- Maintain and/or supervise maintenance of the company's inventory of personal protective equipment (PPE).

Physical Demands and Work Environment:

- Work is conducted in both field and typical office environments.
- These positions are based in Bakersfield, CA, but field sites may be distributed throughout the San Joaquin Valley.

- Safety audits in the field may be pre-scheduled up to 1-week in advance, but actual work times are typically arranged the day before field work is conducted. Flexibility is highly valued.
- Field work hours are variable, depending upon biological constraints and client requirements.
- The safety administrator is classified as non-exempt, with overtime paid at time and a half. This is an hourly position that averages between 30 and 40 hours per week during the course of the year. However, overtime hours are typically available (and required on some jobs due to client schedules and biological constraints) during the field season.
- Field work may consist of hiking up to several miles per day under variable weather conditions (e.g., heat, sun, fog, cold, rain, etc.).
- Field attire appropriate for hiking is required (e.g., shirts with sleeves, long pants, and hiking boots). Many field sites require additional PPE including, but not limited to, high-visibility vest, safety glasses, fire-resistant clothing, steel-toed boots, hard hats, and H₂S monitors. All required safety equipment will be provided by the employer.
- Potential hazards in the field may include high temperatures, poor air quality, uneven terrain, biting insects, rattlesnakes and barbed-wire fencing, among others.
- Other tasks include, but are not limited to, maintaining/preparing field equipment (e.g., taking company vehicles through car wash, cleaning ice chests/binoculars/etc., bagging ice for field crews), office and warehouse maintenance, gathering recyclables, and shredding paper.

Required Qualifications:

- Possession of a valid state-issued driver's license (or ability to obtain a license) is required.
- Employment is conditional on successfully passing a drug test administered at an off-site laboratory.

Preferred Qualifications:

- Bachelor's degree in Safety or Industrial Hygiene (or related field), and 3–5 years of HES work experience.
- Certified Safety Administrator certification.
- Reliable performer who can be counted on to set plans and achieve results.
- Ability to communicate effectively with employees from all levels of the company, and senior external personnel that often requires coordination between organizations, and stay cool under pressure.
- Knowledge of safety rules, regulations and programs, and processes to prevent injuries.
- Ability to develop statistical reports, and analyze data for trends and anomalies.
- Demonstrated written and verbal communication skills.
- Ability to work under supervision and be self-directed when needed.
- Ability to work cooperatively with co-workers in both independent and team situations.
- Ability to maintain a high level of confidentiality.
- Experience in map reading, orienteering, and/or wilderness survival.
- Ability to operate a Windows-based computer for word processing, data entry, and/or accessing the Internet.

- A working cell phone for daily communications.
- A dependable vehicle for transportation to meetings, conferences, and field locations is a plus (mileage reimbursed).

Location:

Bakersfield, CA

Salary:

\$25–\$34/hour, DOE

MBI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, MBI complies with applicable state and local laws governing nondiscrimination in employment in California. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation and training.