



Job description:

## Safety and Compliance Manager

**Division:** Administration

**Based out of:** Beaver Dam

**Reports to:** Chief Operating Officer

### Position objective:

Determine the applicable environmental, health, safety, transportation, and emergency/security programs and develop, and implement effective compliance and accident-reduction programs designed to meet the needs of the cooperative and applicable regulatory agencies. Continually monitor regulatory changes, the overall operation of the business, and conditions of facilities and equipment to determine effectiveness of implemented programs and any needed adjustments.

### Responsibilities:

- Determine appropriate compliance programs for cooperative's multiple areas of business. Prepare all required government agency documentation and present required programs. Examples: OSHA, EPA, DOT, DHS, etc. and programs including lock-out, tag-out, confined space and bin entry, grain handling, forklift or skid steer operation, hazardous materials, propane handling, etc.
- Provide appropriate worker training as required by agencies and needed for effective accident prevention.
- Review facilities, vehicles, and operations for compliance and accident-prevention deficiencies.
- Develop and implement effective accident reduction measures.
- Provide on-site counsel and assistance during onsite inspections by governmental agencies or following critical incidents. Investigate and communicate with government officials as needed.
- Develop and maintain strong familiarity with agri-business operations. Examples include: grain handling and storage, fuel storage and delivery, feed manufacturing, seed conditioning, fertilizer and ag chemical operations, shop work, motor carrier operations, as well as ethanol manufacturing processes and retail and restaurant operations.

### Qualifications and skills:

- Ability to communicate sensitive matters with management and still maintain necessary confidentiality.
- Ability to communicate effectively with employees, functional managers, and senior management, in both a verbal and written manner.
- Strong computer skills including working knowledge of Outlook, Word, Excel and Power Point software.
- Able to speak in an effective manner in front of groups of various sizes
- Able to conduct effective small and large group training
- Able to effectively manage time and meet deadlines
- Mechanical aptitude to facilitate ability to recommend necessary improvements to facilities and equipment.

### Requirements:

- Education: college degree in a related area, with agri-business work experience preferred.
- Language skills: able to read, analyze, and interpret technical information in English. Can effectively present information and respond to questions from managers, employees, customers and general public.
- Mathematical skills: Ability to apply basic concepts of algebra and geometry to calculate proportions, percentages, area, volume, etc.
- Reasoning ability: Able to define problem, collect data, and draw valid conclusions leading to a resolution.

- Certificates, licenses, and registrations: Able to obtain a 30-hour OSHA training certification, WPS Train the Trainer, and 24-hour Hazwoper certifications. Must have valid Wisconsin drivers license with good driving record.
- Miscellaneous skills: Must not be claustrophobic or afraid of heights. Must be available for travel within cooperative territory with minimal notice.
- Physical demands: While performing the duties of this job, employee is required to regularly use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, and taste or smell. The employee must be able to regularly lift or move up to 50 pounds and frequently lift or move up to 25 pounds. Specific vision abilities required include: close vision, distance vision, color perception, peripheral vision, depth perception, and ability to adjust focus.

**Work environment:**

While performing duties of this job, employee is regularly exposed to outside weather conditions and may be exposed to fumes or airborne particles. Employee is frequently exposed to moving mechanical parts, high precarious places, and toxic or caustic chemicals. Employee is occasionally exposed to wet or humid conditions, extreme cold or heat, risk of electrical shock, explosives, and vibration. Noise level is usually moderate.

**Disclaimer:**

This job description indicates the general nature and level of work expected. It does not cover every activity, duty or task required of the employee.

**Send your résumé and salary requirements to:**

United Cooperative, Attn.: Dee Winkelman, human resources manager  
N7160 Raceway Road, Beaver Dam, WI 53916 or [deew@unitedcooperative.com](mailto:deew@unitedcooperative.com)

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