



The Associated General Contractors of Greater Milwaukee (AGC-GM) is seeking applicants for the position of Director of Health & Safety. The position requires unique skills and experience to match the professional demands and expectations of the position.

AGC-GM is a recognized leader in providing opportunities, education, training, and advocacy for its members while advancing sound public policy for the commercial construction industry. AGC is the “voice of the construction industry” and stakes that claim due to its proactive and diligent approach when it comes to promoting and protecting contractors in local, state and national level legislation.

Representing over 300 contractors, specialty and associate member companies throughout Southeastern Wisconsin, AGC contractors represent the full spectrum of the commercial construction industry. Member companies range from some of the area’s smallest business enterprises to some of the Midwest’s largest construction companies that are owner by shareholders, families and individuals. The AGC also operates an Education & Research Foundation which serves as its philanthropic arm.

AGC is a 100-year member and one of the most respected Chapters of the Associated General Contractors of America (AGC-A). The AGC-A is based in Washington, D.C. and represents more than 30,000 firms in the industry through a network of chapters.

Position Title: Director of Health & Safety

Basic Functions: Plan and administer all health and safety related programs.

Specific Responsibilities:

- Achieve annual goals established jointly with the AGC-GM Chief Executive Officer and Senior Director of Health & Safety.
- Coordinate activities of the Safety Department, including but not limited to committee meetings, training, seminars, and special events such as the Milwaukee Construction Industry Safety Council, Safety Leaders Forum and AGC-GM Annual Safety awards banquet.
- Coordinate various safety programs in alignment with AGC of America

- Build and maintain relationships with key company representatives and Safety Professionals.
- Prepare informational and marketing items for AGC-GM publications, bulletins and website.
- Represent AGC-GM at member safety and social events.
- Market services of AGC-GM safety department
- Schedule and conduct job site, classroom based and virtual training classes as requested by AGC-GM members and others as appropriate.
- Collect and process all rosters and related information from persons attending job site training sessions that are used to maintain and disseminate safety records and verifications.
- Stay abreast of industry changes and develop programs or learning tools to enhance membership services.
- Prepare all necessary reports of safety training conducted and safety department services provided.
- Maintain all learning materials for AGC-GM health & safety department with attention to quality and currency. Develop safety curriculum as required.
- Maintain liaison between AGC-GM and OSHA as well as other safety-related agencies.
- Assist with interpretations of OSHA & other safety regulations.
- Monitor OSHA developments that may impact contractors and prepare comments for potential association actions related to OSHA issues.
- Assist contractors with OSHA related inspections, violations and citations as requested.
- Coordinate contractor review of proposed revisions to OSHA requirements.
- Disseminate information to aid contractor's compliance with OSHA
- Prepare written safety programs as necessary upon members' requests.
- Assist with members' compliance with Third Party Administrators (TPA's) as necessary.
- Serve as instructor or lead instructor for OSHA 10-hour or 30-hour course and other safety courses (see Minimum Entrance Requirements). Utilize existing and develop/revise training materials for OSHA 10-hour and 30-hour courses and other courses as necessary.
- Participate in AGC-GM sponsored courses or other training as needed to upgrade teaching skills.
- Answer inquiries concerning construction safety issues
- Coordinate EMR alternatives activities as needed.
- Use AGC-GM mission as well as the current Strategic Plan to personally guide daily actions and performance of responsibilities in relevant key result areas.
- Initiate ideas for new and better ways to perform responsibilities and bring recommendations to the executive management team's attention for possible implementations.

- Use every opportunity when interacting with members to build stronger relationships and demonstrate exceptional customer service.
- Perform special projects as assigned by the CEO.
- Abide by all policies established by the CEO and the AGC-GM Board of Directors.
- Assist the CEO in establishing the budgets for the Safety Department.

Internal Relationships:

- Reports to the Sr. Director of Health & Safety. Supports other AGC-GM departments and staff members as needed in regard to safety related items. Has regular contact with other staff members.

External Relationships:

- Maintain appropriate relationships with Association members, committees, contractors, government officials, union representatives and other organizations in the industry.

Minimum Entrance Requirements:

- High School Diploma
- Have current Authorized Construction Trainer Card – requiring:

Experience: Have five years of construction safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation may be substituted for two years of experience.

Training: Complete OSHA course #510, Occupational Safety and Health Standards for the Construction Industry. This course covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Complete OSHA course #500, Trainer Course in OSHA Standards for Construction. Thereafter, every four years authorized trainers must take OSHA course #502, Update for Construction Industry Outreach Trainers to remain current. Have current or have ability to obtain Instructor card in First Aid/CPR

- Have experience in classroom, hands-on, and on-the-job safety training including but not limited to OSHA 10 & 30 hr., Fall Protection, Excavations, Scaffolds, Confined Spaces, etc.
- Other experience preferred but not required initially: Traffic Control/ Flagging/ Work Zone Supervisor, crane signal person, forklifts, aerial/ scissors lifts, etc.

Work Conditions

Office environment with responsibilities for meetings in the various AGC-GM offices and at other various sites. Travel out of town as necessary.

Core Hours of Work

7:30 a.m. to 4:00 p.m. Monday through Friday. Weekend and evenings as required.

Annual Work Year

52 weeks

Salary/Benefits/Compensation

- Annual salary level set by the AGC-GM CEO in conjunction with the AGC-GM Senior Director of Health & Safety and the AGC-GM Board of Directors.

Benefits include:

- Health, Dental, and Vision insurance through WI Mason's Health Fund.
- Health Retirement Account (HRA)
- 401K & Profit Sharing. Employer Contribution of 11% of annual salary
- Ten (10) paid holidays
- Sick leave accrued at the rate of 10 days per year of employment
- For new employees Vacation leave is accrued up to ten (10) days per year. In year two (2) and subsequent years employees are entitled to ten (10) vacation days each year, and after ten (10) years of eligible service the employee is entitled to fifteen (15) vacation days each.
- Bonuses from time to time as determined by the CEO and the AGC Board of Directors

Resumes and any other pertinent information related to making application for the position should be emailed to Mark Kessenich at mkessenich@agc-gm.org with the subject line referencing the Director of Health & Safety position.