

SAFETY COORDINATOR JOB POSTING

Job Title: Safety Coordinator

Location: Princeton Tree Care, Mercer County, NJ

Department: Operations

Reports To: Operations Manager

Position Overview:

The Safety Coordinator at Princeton Tree Care (PTC) is responsible for ensuring a safe, educational, and growth-oriented environment for all team members, following the Z133 standards for safety. This role is essential to maintaining our mission of safety, learning, and community tree care education. The Safety Coordinator will provide consistent training, develop safety protocols, and oversee team progression, with a special focus on supporting new hires and advancing skill development, following the ANSI A300 standards.

Key Responsibilities:

- **Leadership:** Exemplify the highest safety standards to drive PTC's goal of zero safety-related incidents.
- **Project Inspection Reports (PIRs):** Conduct and document PIRs to identify training needs and improvement opportunities.
- **Training Program Development:** Design and implement training programs based on industry standards across all tree care areas, collaborating with leadership on training events.
- **Training Tracking:** Track and document training sessions and monitor team member progress.
- **Mentorship:** Mentor new hires through their onboarding as they acclimate to PTC's safety standards.
- **Safety Huddles:** Organize and lead weekly Monday morning safety huddles.
- **Training Grounds Development:** Assist in the expansion and improvement of PTC's training facilities.
- **Certification:** Issue certificates for team members who complete training courses successfully.
- **Industry Awareness:** Stay updated on industry standards and trends, especially related to safety.
- **Certified Treecare Safety Professional (CTSP) Oversight:** Support and encourage team members in the CTSP program.
- **Skill Development:** Facilitate opportunities to advance team members' skills, ensuring adherence to ANSI A300 standards.

Compensation and Benefits:

- **Pay Rate:** TBD (Part time and full time being considered)
- **Paid Time Off (PTO):** 5 paid vacation days and 5 sick/personal days
- **Equipment:** Company cell phone, laptop, and tablet provided
- **Transportation:** Company vehicle for work use with gas card; maintenance covered by PTC
- 401(k) with company match
- Health, vision, and dental insurance with company match for employee + family
- Lifetime gym membership with PTC covering the majority of the fee
- **Annual Vacation:** Complimentary trip to Wildwyn

Professional Growth: PTC encourages innovation and risk-taking within the role, allowing for growth, learning, and continuous improvement.

Team Collaboration: Willingness to assist in the field or perform other tasks within your expertise as needed for PTC's growth.

Application: Interested candidates may share their interest in interviewing for the position by contacting James Ganley.

Position Start: Q4 2024

Princeton Tree Care - Safety Coordinator Application

Instructions: Please fill out the following sections accurately and completely. Fields marked with an asterisk (*) are required.

1. Personal Information

- **Full Name:*
 - **Phone Number:*
 - **Email Address:*
 - **Address:*
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2. Professional Qualifications

- **Do you have experience with tree care or safety coordination? ***
 - Yes
 - No

- If yes, briefly describe your experience (250 words max):

- **Relevant Certifications (e.g., CTSP, ISA Arborist, etc):*

- **How familiar are you with Z133 safety standards? ***
 - Very Familiar
 - Somewhat Familiar
 - Not Familiar
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3. Education and Training

- **Highest Level of Education Completed:*
- **Relevant Training or Coursework (if applicable):*

4. Employment History

- **Most Recent Employer:*
- **Position Held:*
- **Duration of Employment:*
- **Responsibilities and Key Achievements:*

Most Relevant Experience (if applicable)

- **Employer:*
- **Position Held:*
- **Duration of Employment:*
- **Responsibilities and Key Achievements:*

5. Skills and Competencies

- **Which of the following do you have experience with?*
 - Conducting Project Inspection Reports (PIRs)
 - Designing and Implementing Training Programs
 - Mentoring New Hires
 - Leading Safety Meetings/Huddles
 - Tracking and Documenting Training Progress
 - Industry Trends Research
- (Feel free to elaborate on your skills in the space below.)

6. Availability

- **Preferred Start Date:*
- **Are you available for: (Check all that apply):*
 - Full-Time
 - Part-Time

7. Additional Information

- **Why do you want to work as a Safety Coordinator at PTC?**
(Max 300 words)

- **Do you have a valid driver's license? ***
 - Yes
 - No

8. References

Please provide two professional references:

- **Name, Relationship, Contact Information ***
 - 1.
 - 2.
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