



SAFETY COMPLIANCE ASSISTANT



PORT CORPUS CHRISTI®



SAFETY COMPLIANCE ASSISTANT

Port of Corpus Christi (PCCA) is currently seeking a dynamic individual to assist in overseeing PCCA employee and tenant field operations within the PCCA to ensure compliance with the safety program and to provide for the safety and well-being of all PCCA employees.

» SAFETY COMPLIANCE ASSISTANT:

- » Engages in daily daylight, and sometimes night, field monitoring of PCCA staff and tenant activities within the Port of Corpus Christi, and within PCCA-owned facilities
- » Actively engages PCCA staff to ensure understanding of each individuals' "Stop Work" authority in accordance with the Safety Manual
- » Through field monitoring activities, takes appropriate action to resolve evident safety compliance failures at the time the failure is being observed, while assuring the safety of those involved
- » Conducts timely, accurate and complete reporting of compliance failures and near-miss incidents
- » Sets the example for compliance with accepted safety standards as well as with the mandates of the Safety Manual
- » Through communication with staff at all levels, assures that the requirement for Job Safety Analysis' (JSA's) is being adhered to and properly executed before jobs are begun. On a regular basis oversees the execution of the JSA's at the time of execution of the JSA. Provides feedback to those involved when necessary
- » Develops Job Safety Analysis as necessary, when requested and acts as Subject Matter Expert (SME) on safety issues to support staff in the field
- » Assists, when necessary, in the investigation of work-site accidents, injuries and loss-time injuries
- » Conducts frequent and regular safety checks of the work environment and personnel working therein and adheres to all requirements involving the use of Personal Protective Equipment (PPE)
- » Participates as a member of the Port Safety Committee
- » Supports the Safety Manager in enhancing the safety culture of the Port of Corpus Christi and advises same on budgetary needs for areas of responsibility
- » Assists with any safety activities associated with the PCCA's EMS program, and as assigned by the Safety Manager
- » Attends, works and participates in meetings; drives vehicle as necessary to complete assigned tasks and works required hours to fulfill position objectives.
- » Serves as a member of the Incident Management Team (IMT) as assigned by the Safety Manager
- » Maintains high level of professionalism and integrity, and promotes good employee
- » Adheres to PCCA policy, promotes PCCA environmental precepts, a safe work environment and the SEAPORT values
- » Functions in pre or post disaster preparedness as an essential employee

CANDIDATE PROFILE

The preferred candidate for this position should be a detailed oriented individual with a focus on achieving optimal results in support of a diligent and energized department. They must possess the following:



» ESSENTIAL SKILLS:

EDUCATION & CREDENTIALS

- » Associate's Degree in safety and health, Bachelor's Degree from an accredited college in any field preferred
- » Certified Safety Professional (CSP) certification is preferred or achievable within one year of employment
- » Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment
- » Good driving record with valid driver's license

EXPERIENCE, JOB KNOWLEDGE, SKILLS

- » Minimum five years of progressively responsible work experience in the administration of safety programs and occupational safety
- » Thorough knowledge of safety, occupational health methods and theories
- » Ability to identify and resolve problems, to establish and maintain effective working relationships with employees, other agencies and the public, and to stay current on legislation/regulations pertaining to the assigned areas of responsibility
- » Ability to prepare complete written reports and to interface effectively with diverse groups.
- » Proficiency in reading, interpreting and formulating JSA's, policy and procedures

- » Flexible and capable of working in a demanding environment with ability to work well within a fast-paced department, tight deadlines, and a multitude of projects and changing priorities.
- » Demonstrated analytical, critical thinking and conflict resolution abilities; effective oral and written communication skills
- » Proficiency in MS Office, including Word and Excel, Outlook, and other related applications
- » Ability to work independently within a structured environment.

ESSENTIAL PHYSICAL JOB FUNCTIONS

- » Ability to perform essential job functions, including but not limited to frequent standing, walking, sitting, speaking or hearing, typing and occasional reaching, stooping, kneeling, lifting and/or moving up to 30 pounds with or without reasonable accommodation
- » Ability to work in a field environment, with some exposure to the elements when visiting worksites; occasional general office environment
- » Ability to operate light-weight highway vehicles and standard office equipment and to work the requisite hours to fulfill position objectives, including evenings and/or weekends, as needed

» COMPENSATION & BENEFITS

Our employees enjoy a fabulous benefits package including:

- » Competitive salary paid bi-weekly, non-exempt
- » Texas County & District Retirement System (TCDRS) retirement plan
- » 457 deferred compensation plans
- » Flexible Spending Account
- » Low-cost high quality benefit package, health, dental & vision plan with on-site wellness program
- » Life insurance and long-term disability plans
- » Paid leave (vacation/sick/bereavement)
- » Eleven paid holidays, Volunteer Time Off
- » Health club benefit
- » Tuition reimbursement
- » Passes to local venues, such as the Texas State Aquarium and the USS Lexington Museum

Salary commensurate with experience.

APPLICATION PROCESS

Interested and qualified candidates may apply online at www.portofcc.com or by contacting Workforce Solutions of the Coastal Bend at (361) 882-7491. Applications and resumes must be submitted to the PCCA Human Resources Department on or before October 19, 2018 4pm CST.

PCCA leadership will review submittals and only the most qualified candidates will be invited for a meeting to further discuss the position. The successful candidate will undergo a background investigation and must be ELIGIBLE TO OBTAIN a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514.

PCCA is an Equal Opportunity Employer



ABOUT PORT CORPUS CHRISTI

It is the mission of Port Corpus Christi to leverage commerce to drive prosperity. The Port’s vision is “to be the energy Port of the Americas.” It has already achieved that status as the 4th largest Port in the United States in total tonnage.

WHO WE ARE

- » > 100 million revenue tons in 2017 (4th in nation)
- » > 85,000 Port related jobs with 200 + Employees
- » > \$335 Million State and Local Tax Revenue
- » Over 25,000 acres under management
- » Public Corporation and Texas Political Subdivision
- » 10-Year \$1 Billion Capital Investment Project

IN THE LAST DECADE

- » Significant Diversification of Cargo & Customers
- » Operating Revenues of Nearly \$100 Million
- » Total Assets in Excess of \$700 Million
- » Capital Expenditures in Port Infrastructure exceed \$100 Million annually
- » Environmental Investments > \$25 Million

- » PCCA facilitates goods movement all over the world; from petrochemical to agriculture; from wind components to hot briquette iron.
- » PCCA is a recognized leader in environmental initiatives and stewardship.
- » PCCA's Engineering Services Department is responsible for execution on over \$700 million in capital projects over the next decade.
- » PCCA is protected by a state-of-the-art security department, with a fully sworn police force
- » PCCA operations are guided by an Environmental Management System, ISO 14001, providing environmental awareness and protection of assets.
- » PCCA is governed by a seven-member board with appointees from the City of Corpus Christi, Nueces County and San Patricio County.



THE CORPUS CHRISTI REGION

Corpus Christi is a coastal city in South Texas with a temperate climate and friendly people. The region features miles of shoreline and abundant outdoor recreational opportunities, numerous festivals, entertainment venues and culinary options. A strong local workforce is bolstered by exceptional higher education opportunities at Texas A&M University Corpus Christi and through the Del Mar College System. With a metropolitan area of nearly half a million people, the city is packed with modern amenities and traditional comfort.