



SAFETY & HUMAN RESOURCE COORDINATOR

Dynapac Harvesting, Inc.

This new position will work closely with the Human Resources and Operations Management team assuring a safe and accident free work environment in the field and plant operations. Position responsibilities will cover recruitment, hiring, and training for all on-going HR and personnel matters.

Primary Responsibilities will include but not limited to:

- Ensures compliance with all occupational health, safety, and environmental rules and regulations. Maintain records (OSHA 300 log and Worker's comp files).
- Coordination and administration of company safety programs such as Injury and Illness Prevention Program (IIPP) return to work (RTW) program and WC claim activity including company Fleet Pull program.
- Conduct and schedule regular safety training programs and maintain records
- Conduct periodic and routine site inspections(daily, weekly or monthly) and assist with annual safety audit
- Measure and track statistical information regarding safety performance and incentive programs and provide reports as required
- Conduct accident/incident investigations and follow up
- Lead safety committee activities
- Support all aspects of Human Resources team activities as assigned

Position Requirements:

- Bachelors degree in Occupational Health and Safety or related field and minimum of 2 years safety related experience
- A self starter with the ability to multi task in a fast paced environment
- Excellent organizational and administrative skills; proficient in MS office Suite
- Knowledge of current OSHA regulations, IIPP and compliance requirements
- Excellent written and verbal communication skills
- Must be able to handle difficult/confidential situations in a professional manner
- Must have a valid drivers license and insurable driving record
- Relocate to Yuma, AZ required November thru March
- Bilingual English/Spanish Required

Dynapac offers a competitive compensation package. Serious and qualified applicants should mail, fax or e-mail resume and salary requirements to following for IMMEDIATE review.

Attention: Human Resource Department
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No Calls Please
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