



### **Job Opening: Safety/Quality Technician**

Work Schedule: Day Shift – Afternoon and Night Shift as needed

The primary role of the Safety/Quality Technician will be to work with suppliers, customers and employees to improve the safety & quality/ISO efforts of Best Manufacturing. This position will report to the HR/Safety Mgr.

#### **Essential Duties and responsibilities**

- **SAFETY**
- Conduct daily toolbox talks in all departments.
- Conduct observations and coordinate day-to-day floor activities to ensure our safety program and culture.
- Work with employees on all levels to establish and maintain our PPE programs. Work with vendors to continuously improve our PPE/Safety products.
- Work with maintenance & outside contractors to resolve all building and electrical safety issues.
- Be hands-on to make any repairs/improvements as needed.
- Closely work with HR/Safety Mgr on specific tasks relative to the BMI safety process
- Work with Shipping department on SMART camera systems for review and analysis of driver incidents.
- Work with HR and Shipping to maintain DOT logs and required documentation.
- **QUALITY**
- Work with Quality team on ISO program and auditing process
- Help identify issues/changes that need to be addressed
- Maintain document control as required
- Conduct internal audits with a professional and effective demeanor
- Organize and facilitate the quarterly Management Review process.

#### **Skills and Abilities**

- Ability to seek and provide/recommend proper corrective action for shop safety issues.
- Must be able to effectively speak in both small and large groups.
- Strong interpersonal skills and a willingness to provide constructive feedback.
- Strong verbal, writing and math skills.
- Ability to effectively read, understand and interpret regulations, policies and procedures and apply them to shop activities.
- Must understand measurements.
- Knowledge of Microsoft applications such as Word, Excel, & PowerPoint.

#### **Education and Experience**

- H.S. diploma required.
- 1-3 years of experience in Industrial Safety (OSHA), Quality (ISO) and/or steel fabrication preferred.

Submit Resume to [info@bestmanufacturinginc.com](mailto:info@bestmanufacturinginc.com)