



STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title: Director - Safety Date: July, 2026
Division: Corporate Governance
Reports To: Vice President
Grade Level: 19
FLSA Status: Exempt ☒ Non-Exempt ☐
Employment Status: Full Time ☒ Part Time ☐ Temporary ☐

Job Summary

This position is primarily field based with responsibility for managing and directing all activities including establishing and recommending policies and procedures to foster a safe work environment for NJ Schools Development Authority's employees, contractors and the school community involved with the SDA construction program. Also responsible for establishing a system of accountability and providing leadership over SDA Safety and Quality programs to ensure compliance with SDA policies and procedures and OSHA regulations in order to reduce exposure to risk. Responsible for monitoring Workforce Affirmative Action compliance for all SDA construction projects and ensuring that firms doing business with the SDA employ good faith efforts to meet State goals. In addition to the above, maintains an active site-based role on particular SDA projects. Employees in this position must fulfill the NJ residency requirements as set forth in the NJ First Act.

Essential Duties and Responsibilities

1. Establish safety policy and procedures for the agency in the form of SDA's Safety Manual and Quality Assurance/Quality Control Manual for field inspections, in addition to other written guidance materials. Implement changes timely as needed.
2. Actively participate in incident investigations and Principals Meeting for Lost-Time Accidents.
3. Partner with Risk Management to review accident statistics for the purpose of gauging the effectiveness of the Safety program and interact with CMs and GCs to lower accident statistics.
4. Oversee Workforce Affirmative Action compliance efforts to ensure SDA's full compliance with SBE participation goals and other programs designed to enhance minority participation.
5. Supervise staff, conduct field audits, attend pre-bid meetings and educate prospective contractors on the SDA requirements.
6. Complete field inspection observation reports to assure quality safety program implemented by the General Contractor.
7. Actively participate in SDA office safety policies and procedures.
8. Act as a liaison with Safety staff, OSHA, Risk Management, CMs, General Contractors and others in order to increase professionalism, accountability and safety awareness.
9. Oversee SDA's Quality Assurance/Quality Control Program.
10. Perform duties of SDA Field Inspector at individual job site(s).

11. Position is SDA project-site based. Travel to Trenton when required.
12. Other Duties as assigned.

Required Skills and Abilities

1. Excellent communication and relationship building skills.
2. Ability to follow oral or written directions, functions effectively under pressure, and adhere to strict deadlines.
3. Strong organization skills and detail oriented.
4. The ability to assess situations and take corrective action
5. Thorough knowledge of OSHA regulations of construction safety best practices

Required Education and Experience

1. B. S. or B.A. degree in related field or equivalent years of experience in the Safety field.
2. Demonstrates commitment to continuing education in safety training in excavation. Rigging, fall protection, scaffolding, hazmat, confined space, air quality, personal protective equipment
3. Industrial Hygiene training (HAZWOPER training).
4. Minimum of 5 years leading a structured safety program.

Physical Demands

- Ability to walk construction sites and climb stairs/ladders regularly

Certificates and Licenses Required

OSHA 500 Certification Preferred
Certified Safety Professional (CSP) or CHST (Construction Health Safety Technician) preferred.
Valid drivers' license