



Safety Director Job Description

Job Brief:

As Safety Director, under the direction and supervision of the General Manager, you will establish an effective Safety service for the community and address member concerns regarding rules and regulations. Supervise staff, including safety specialists, boat ramp attendants, and volunteers. The candidate should show an ability to lead and direct, plan work schedules, assign or delegate work on a daily basis, develop and mentor staff. Candidate will need ability to successfully take corrective/enforcement actions whenever necessary.

Responsibilities:

Knowing and enforcing all community rules and regulations.
Address member complaints in a friendly manner and attempt to settle any disputes.
Notify members when they are in violation of Federal, State, or Local laws and CLPOC regulations.
Hire, train, and layoff or fire (when necessary) Safety Officers.
Schedule work hours for Safety staff.
Keep all Safety department equipment in working condition. Have all broken equipment fixed or replaced in a timely manner.
Prepare an annual Safety department budget. Continuously monitor budget to stay within set limits.
All Safety Officer responsibilities when on duty.

Requirements:

Proven work experience.
Have a current knowledge of Federal, State, and local laws.
Expertise in corrective/enforcement actions.
Proficient in Microsoft Office Suite
Excellent communication skills.
Multitasking and analytical skills.
Exceptional writing and organizational skills.

This is a salaried position with competitive benefits package. Successful candidate will be a positive minded and team oriented. Interested persons should submit a detailed resume that displays their abilities to perform the responsibilities and requirements of this position. Each applicant should also provide a cover letter stating their work objectives and salary expectations.

Application Instructions: Submit resume, cover letter, and salary requirements to gbabbitt@clpoc.org with Safety Director Resume as the subject line. Director Resume as the subject line.

Interested applicants may also mail resumes to

Attention: Greg Babbitt, General Manager
10690 Pierce Road
Canadian Lakes, MI 49346