

JOB DESCRIPTION

Upper Columbia Conference of Seventh-day Adventists

Job title: Manager – Safety and Compliance

Department: Secretariat

Category: Full-time Exempt, Salaried

Wage grade/range: 87-101% (see below)

Date updated: 07.2026

Supervisor's title: VP of Administration

POSITION SUMMARY

Responsible for the safety and compliance needs of Upper Columbia Conference.

Responsibilities include interacting with churches, schools, and conference departments within the organization, and direct contact with employees and constituents.

AUTHORITY, ACCOUNTABILITY

The Manager of Safety and Compliance is directly accountable to the Vice President for Administration.

ESSENTIAL JOB FUNCTIONS

- Manage conference field safety efforts to reduce accidents, injuries, and unsafe situations.
- Promote a culture of safety within all UCC entities.
- Conduct safety and accident prevention training.
- Monitor compliance to policies and regulations by auditing site locations.
- Inspect equipment, vehicles, and machinery to observe possible unsafe conditions.
- Investigate accidents/incidents and provide reports to appropriate department.
- Provide Administration regular reports on safety issues and statistics.
- Analyze safety data and identify improvements or procedures to reduce risk.
- Provide mentorship and regular training to church/school/ministry leaders on safety and compliance.
- Oversee training and development of the UCC departmental workforce to ensure a safe and secure working environment.
- Coordinate regular drills and safety training for the UCC office.
- Oversee the volunteer screening program – Adventist Screening Verification.
- Serve on the Volunteer Screening Committee.
- Supervise the Safety administrative assistant.
- Oversee and educate entities regarding sex offender participation/attendance policies.
- Manage multiple tasks simultaneously, keep work area professional and clean, and clearly communicate issues relevant to conference operations.
- Manage conference vehicles in compliance with federal/state/DOT requirements.
- Ensure that all approved drivers are adequately trained, licensed and screened.
- Oversee conference employee moves, ensuring that relevant local, state, and federal regulations and reporting requirements are met.
- Supervise on-call and summer drivers for employee moves.
- Other duties as assigned.

SKILLS & SPECIAL REQUIREMENTS

Experience in law enforcement or church/school safety. Bachelor's degree in a safety or management field preferred. Member in regular and good standing of the Seventh-day Adventist church required.

KNOWLEDGE & SKILL

- Knowledge of all commercial vehicle laws and regulations
- Great communication and organizational skills
- Ability to schedule and keep appointments with punctuality
- Must demonstrate initiative and delegation ability
- Adaptable and able to evaluate priorities
- Positive and personable attitude
- Resilient under stress
- Passionate about providing good customer service
- Innovative and able to complement and improve existing processes
- Professional and patient
- Demonstrates superior listening skills, empathy, and patience
- Maintain high level of confidentiality and professionalism
- Detail conscious

PHYSICAL REQUIREMENTS

Must be able to walk, lift, and reach. Must be able to read, speak, and hear. Must be able to communicate effectively in English both orally and in writing. Preferred CDL physical and visual requirements. Ability to lift and carry items of 35lbs or more, sit for long periods of time, and be able to stay on knees for periods of time.

WORK ENVIRONMENT

Responsibilities may be performed primarily in a sedentary environment under normal office conditions. Work area is well lighted and ventilated. This position may involve driving. Driving conditions will vary and require inclement weather/winter driving skills.

COMPENSATION & BENEFITS

This position pay scale is based on the North American Division pay scale for conference leadership positions. This position's monthly compensation ranges are as follows:

- Remuneration: \$4,951 - \$5,747
- Cost of Living Allowance: \$1,508 - \$1,751
- Travel Allowance: \$550

As a full-time, exempt employee, this position is eligible for the following benefits:

- Healthcare Insurance (Medical, Prescription Drug, Dental, Vision & Hearing)
- Vacation
- Sick Leave
- Retirement Contributions and Employer Matching
- Life Insurance
- Tuition Assistance
- Technology Allowance
- Auto Insurance Assistance
- Long Term Disability

Upper Columbia Conference Idaho and Washington locations are not eligible for Unemployment Benefits.