



JOB DESCRIPTION

05/03/2021
Revised 02/12/2025

POSITION: Director of Safety & Training

Overview:

The Director of Safety & Training (DST) with limited supervision and using own initiative, ingenuity and foresight will oversee all facets of the company's Safety & Training Programs and OSHA Requirements and Regulatory Compliance. Price Enterprises, Inc., currently operates as CarWash808 Express located in Waipio Gentry & Kapolei and Pau Hana Express co-located in the Mokulani development of Kapolei. A Director's level position the DST will serve as a member of the Corporations Board of Directors and will report to the company's President and the Chief Executive Officer. The Chief Executive Officer will work closely with the DST in coordinating training events, overseeing HR functions i.e. onboarding new hires, orientations and employee benefits.

Office for the DST is located at 1034-A Kilani Ave, Suite #102 Wahiawa, Hawaii 96786. The adjacent Conference Room/Training room in Suite #103 will be at DST's disposal for training sessions and meetings. Working hours are commensurate with a 40-50 hour work week dictated by workload, events, and deadlines. A company vehicle or paid POV mileage, cellular telephone, Apple MacBook Pro, Laptop Computer, and American Express Credit Card will be provided for gas and other essentials.

The DST will present a well-groomed, professional appearance at all times when representing Price, Enterprises, Inc.

*Minimum requisite requirements include:

- Excellent driver's abstract, Hawaii Drivers License.
- OSHA 30 hours Training (to be completed within 60 days of hire.)
- Complete Regulatory Compliance training and continuing education as directed by management.

Objective and Standard:

The objective of the DST position is to ensure each profit center and office spaces are operated in a safe, compliant and professional manner that ensures efficiency, growth and profitability. The company culture is built on a foundation adhering to the company's Mission Statement, the Four Way Test and all established processes and procedures.

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The following is a list of duties and responsibilities for the DST but may not be all inclusive:

Safety:

- Ensure all facilities are in compliance with local, state and federal safety requirements through regular inspections.
- Stay current with all new or changing safety regulations/ requirements. Promulgate new or changing information to all staff members to ensure compliance. Maintain employee information bulletin boards ensuring each contain required safety and labor law information.
- Ensure all employees are properly oriented on all safety issues prior to assignment to the work schedule. The company Orientation and Indoctrination Check-In Sheet will be used for this purpose.
- Ensure all appropriate Personal Protective Equipment (PPE) is issued to employee prior to assignment to work schedule with proper instruction on the use of such equipment.
- Ensure monthly safety inspections of all facilities using the Monthly Safety Inspection Checklist.
- Observe operations frequently to ensure compliance with all safety requirements and take immediate action to correct non-compliance.
- Ensure appropriate and required safety reports, i.e. OSHA 300, 300A, 301, WC1, training reports, etc. are completed and filed in a timely manner.
- Ensure OSHA 300A is posted in each shop from February 1st to April 30th in accordance with OSHA requirement.
- Negotiate for and oversee installation of new or updated safety related equipment, devices or systems.
- Ensure all employees are thoroughly briefed and trained on the proper procedures for reporting work-related injuries and the procedure for seeking medical treatment.
- Coordinate with Facility Managers to develop modified work schedules for employees with work related injuries, i.e. light duty.

Operations:

- Pau Hana Express Convenience Store:
 - Tracks the completion of the formal On-the-Job Training (OJT) program for the Pau Hana Express convenience store employees.
 - Review all manuals for equipment at the convenience store ensuring safe operations.
 - Works directly with the Director of Operations & Managers to track the completion of the Standard Operating Procedures (SOP's) for all convenience store operations such as opening procedures, closing procedures, safety procedures, maintenance procedures, etc.
 - Track all Food Handler Certificates, Liquor Licenses, and all other necessary certificates for convenience store employees.
 - Track and document training for all employees.

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- CarWash Facilities:
 - Tracks the completion of the training Standard Operation Procedures, Operating and Safety Manuals.
 - Assists with developing presentations using “Power Point” for orientation and training of new and experienced employees and necessary.
 - Tracks all professional training programs, including; Orientation and Indoctrination, Formal On-the-Job (OJT), and State of Hawaii Certification programs.
 - Administer pre-test, certification test or other certifying or qualifying instruments as may be required.
 - Attend meetings for training sessions as may be required to remain current or to learn new procedures or requirements.
 - Ensure all training is fully documented and filed in individual training records.

Regulatory Compliance:

- Ensure all permits are current for: industrial discharge permits, compressor inspections and certification certificates, water separator inspections and cleaning certifications.
- Verify and maintain all manifest for disposed products including, Wash Water.
- Ensure annual reports are filed with the State of Hawaii Department of Health.
- Be knowledgeable of Storm Water Quality Requirement, effluent requirement for sanitary sewer, use of reject and reclaim water, purpose and operation of clarifier tanks,
- Lab testing requirement for residue removed for clarifier tanks.

Compensation:

- Annual salary negotiated upon hiring
- Medical Insurance at company expense as provided by the company’s medical insurance carrier.
- Dental insurance available by company’s dental insurance carrier.
- 401K Retirement Plan with 4% company match.
- Company vehicle to use in performance of duties.
- Company mobile telephone with voice and data service.
- Earned vacation days and sick days as detailed in Employee Handbook.
- American Express Charge Card for company expenses.

Ricky E. Price, Chairman

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