

Health & Safety Specialist

Your tasks

The Health & Safety Specialist will:

ESH Management System Development and Maintenance

- Support the implementation, maintenance, and continuous improvement of the ESSH Management System.
- Assist in the development and administration of management system standards, procedures, tools, and governance practices.
- Coordinate management system reviews, assessments, and improvement initiatives.
- Help evaluate management system effectiveness and identify opportunities to improve consistency, efficiency, and sustainability.
- Support the standardization of ESSH management system practices across the organization.
- Maintain management system documentation and supporting records.

Process Governance

- Support development and maintenance of the ESSH Process Governance Framework.
- Document, map, maintain, and improve ESSH business processes, workflows, procedures, and work instructions.
- Translate regulatory requirements, organizational commitments, and business objectives into structured, repeatable, and sustainable processes.
- Develop and maintain process maps, workflow diagrams, responsibility matrices, and process documentation.
- Collaborate with stakeholders to clarify process responsibilities, workflow requirements, escalation protocols, and performance measures.
- Evaluate existing processes to identify gaps, inefficiencies, redundancies, and opportunities for improvement.
- Facilitate process improvement initiatives that enhance consistency, accountability, operational effectiveness, and management system maturity.
- Support integration of ESSH requirements into business operations and organizational processes.
- Promote process governance practices that improve visibility, repeatability, accountability, and long-term sustainability.

Compliance Planning & Obligation Management

- Develop and maintain ESSH compliance calendars, schedules, and recurring activity tracking systems.
- Support identification and tracking of regulatory requirements, permits, inspections, certifications, reporting obligations, and organizational commitments.
- Maintain compliance obligation registers and related management



Job ID

REF98885E

Field of work

Health Safety and Security

Location

Mount Vernon

Leadership level

Leading Self

Job flexibility

Onsite Job

Working time

Full Time

Salary classification

70,686 USD - 90,801 USD yearly gross

Legal Entity

Continental Tire the Americas, LLC

system records.

- Monitor completion status of recurring activities and provide visibility into upcoming, completed, overdue, and at-risk requirements.
- Support preparation of materials for management reviews, compliance reviews, and leadership updates.
- Assist in developing reporting tools that improve visibility into compliance status and associated risks.

Data Governance & Performance Reporting

- Support development and maintenance of ESSH performance metrics, dashboards, scorecards, and reporting tools.
- Help establish practices that promote data quality, consistency, accuracy, and reliability.
- Conduct routine data validation and quality assurance activities.
- Analyze trends and provide insights that support performance improvement efforts.
- Assist in preparation of monthly, quarterly, and annual ESSH performance reports.
- Maintain processes for data collection, validation, analysis, and reporting.

Document Control & Records Management

- Administer the ESSH document control program.
- Maintain controlled policies, procedures, standards, forms, manuals, and related management system documentation.
- Coordinate document reviews, revisions, approvals, distribution, and archival processes.
- Ensure controlled documents remain current, accessible, and properly maintained.
- Support records retention and regulatory recordkeeping requirements.
- Maintain organized and audit-ready documentation systems.

Audit Readiness & Management System Assurance

- Support preparation for internal audits, external audits, regulatory inspections, customer assessments, and certification activities.
- Coordinate collection and organization of audit evidence and supporting documentation.
- Maintain audit schedules, findings logs, action item trackers, and related records.
- Assist with management system assessments, compliance reviews, and gap analyses.
- Support development, tracking, and documentation of corrective and preventive actions.
- Promote ongoing audit readiness through effective documentation, recordkeeping, and governance practices.

Corrective Action & Continuous Improvement

- Coordinate corrective and preventive action tracking processes.
- Monitor actions resulting from audits, inspections, incidents, assessments, and management reviews.
- Support root cause analysis, lessons learned activities, and continuous improvement initiatives.
- Assist with documentation and evaluation of corrective action

effectiveness.

- Identify opportunities to strengthen management system performance and process effectiveness.
- Support projects that advance ESSH management system maturity and operational excellence.
- Ensure all ESH procedures, policies and legal requirements are implemented and monitored.

NOTE: May not be inclusive of all work required and may be updated as needed.

To be transparent about hiring for this position, Continental has identified a preferred candidate. This is not intended to discourage other candidates from applying for this position. Furthermore, Continental has not offered the preferred candidate the position. "Preferred Candidate" means either 1) the position is being performed by someone who satisfies the job's requirements, or 2) a current employee has been identified as a successor through HR processes.

Your profile

Basic Qualifications:

- Associate's degree in Occupational Safety & Health, Environmental Science, Engineering, Industrial Technology or related field
- 3 years of safety experience in manufacturing or heavy industrial environments
- Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas now or in the future for this job posting.
- No relocation assistance is offered for this position

Preferred Qualifications:

- 5 years in manufacturing, industrial operations or construction safety
- Bachelor's degree in Occupational Safety & Health, Environmental Science, Engineering, Industrial Technology or related field

Environment

- Safety is our highest priority and safety procedures/ guidelines must be always adhered to. This includes safety wear such as hearing protection and steel toe shoes.
- The job is within a non-climate controlled environment where you will be exposed to temperature swings (hot/cold), forklift and pedestrian traffic, and noise. Majority of work completed in a high heat environment.
- The role involves various physical tasks, including lifting, bending, stooping, pushing, pulling, and operating machinery, with comprehensive training provided.

Our offer

THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Employer 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

The starting annual salary range for this role is \$70,686 to \$90,801 a year.

Salaries are based upon candidate skills, experience, and qualifications, as well as market and business considerations

Ready to drive with Continental? Take the first step and fill in the online application.

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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About us

Continental is a leading tire manufacturer and industry specialist.

Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 76,000 people in 54 countries and markets.

Tire solutions from the Tires group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2025, the Tires group sector generated sales of 13.8 billion euros. Continental's tire division currently employs around 53,000 people worldwide and has 19 production and 16 development sites.