

**Safety & Security Manager**

The Buffalo Zoo is seeking a highly motivated, energetic, and highly articulate individual to serve as the Safety & Security Manager. The position reports directly to the Director of Facilities and Construction. The ideal candidate will possess skills and experience to perform the following main tasks:

- Development and maintenance of all Buffalo Zoo safety programs and policies under the leadership of the Director of Facilities and Construction.
- Oversees the contracted security service provider.
- Timely logging and reporting of any systems where needed/requested as it relates to safety and security programs and procedures.
- Provides key insight into regulatory compliance, policy and procedure standards and best practices.
- Acts as the main point person for all safety/security related items in unison with the Director of Facilities and Construction.

**TO APPLY:** Please send resume and cover letter no later than August 30, 2021 in **Word document or PDF** by email to: [buffalozoojobs@buffalozoo.org](mailto:buffalozoojobs@buffalozoo.org). No telephone calls please. Position open until filled. For more information about the Buffalo Zoo, please visit our website by the following link: <http://www.buffalozoo.org>

Full Job Posting - <https://buffalozoo.org/about/#careers>

**Essential Functions:**

- Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary.
- Oversees the Zoo's safety and security programs, ensuring campus is a safe environment for all animals, guests and staff.
- Assure that compliance standards are met and all applicable required training is completed by various internal stakeholder groups.
- Manage annual safety and security budget and annually identify and plan for budgetary and contracting needs for health and safety related items.
- Recommend and supply proper personal protective equipment to staff.

**Policies / Procedures / Program Development -**

- Assist with planning, establishing, implementing, and maintaining a variety of occupational health, safety, environmental programs to assure the highest possible degree of safety for employees.
- Manage and maintain SDS and Hazard Communication program.
- Assess current safety and security programs and help develop new programs, policies and forms to improve workplace safety and security.
- Prepares written safety and health programs and policies.
- Establish, implement and oversee effective workplace health and safety programs that assist in being compliant with OSHA, NFPA, AZA and other health and safety related regulations or standards.

**Regulatory Compliance -**

- Establish, conduct and/or oversee periodic health and safety inspections to ensure compliance with applicable regulations. Proactively address non-compliant situations by collaboratively working with department managers and staff to develop a timely solution.
- Prepare regulatory required reports, questionnaires, or other correspondence to outside enforcement agencies, and represent as a liaison with regulatory agencies and other groups in discussions with outside agencies.
- Review, interpret and comment (when appropriate) on new and proposed health and safety regulations (federal, state, and local) for impacts on the Buffalo Zoo's operations and advise management of the regulatory requirements.
- Assist in compliance with all OSHA, local, state, federal, AZA, and corporate guidelines.

- Understands federal/state occupational safety and health regulations and monitors regulatory changes as they occur.

### **Training & Education -**

- Participate as the safety subject matter expert on the Zoo's Employee Training Team.
- Plan, organize, develop and conduct various health and safety trainings (on-line & classroom based). Submit necessary paperwork to certification personnel in a timely manner.
- Identifies company safety training needs and develops and coordinates safety training programs.
- Recordkeeping & documentation of training completion and regulatory compliance.
- Keeps ongoing files of Safety Data Sheets (SDS) in use at the Buffalo Zoo.
- Keep records of safety-related incidents and propose corrective actions and direct accident investigation procedures. Maintains Injury Log of all work injuries, and maintains recordable injuries in compliance with OSHA guidelines within HRIS system. Shares information with HR personnel for workers' comp claim submissions.

### **Relationships & Team Building -**

- Provides oversight and serves as the Zoo's primary contact for outsourced security services, assuring that standards for security operations and performance are maintained.
- Demonstrates a commitment to Zoo's workplace health and safety programs through ownership, leadership behaviors, continuous improvement, and building a connection of understanding, knowledge and trust with Zoo's leadership, staff, volunteers and external stakeholders.
- Chairs Zoo Safety Committee, providing direction on key tasks for committee to support development of health and safety programs in Zoo's SMS program.
- Communicates information on health and safety program to Zoo upper management, including compliance reports, health and safety related statistical data, and associated cost information, on a regular frequency.
- Maintains and coordinates Security on relationship with outside organizations such as fire departments and rescue teams in order to ensure information exchange and mutual assistance.
- Maintains and updates emergency response plans and procedures and facilitates coordination with outside agencies such as police, fire, EMS, etc.
- Works closely with the Zoo's Guest Experience Department and Animal Care Department to review, coordinate, and participate in emergency and safety procedures and drills.

### **Other Duties -**

- Maintains and insures working condition of both safety and security alarm systems, and safety equipment.
- Serves in an on-call capacity to oversee emergency response operations, as necessary.
- Performs accident investigations to help identify root cause and generate recommendations to reduce or eliminate system failures and perform follow-up inspections to verify effectiveness.
- Intervenes in unsafe activities or operations.
- Performs other duties as assigned by the Director of Facilities & Construction and/or senior management.

### **Education, Experience Required (Minimum Needed):**

- Four-year degree in safety management or related field, plus two years' experience in similar role; or two-year degree in safety management or related field, plus five years' experience in similar role.
- One or more certifications in OSHA 30, SMS, ASP, OHST, STS, CIH, CHMM, or other.
- Experience performing job safety hazard analysis and implementing behavior-based health and safety best practices.
- Able to proactively and effectively communicate with all levels of staff, and recognize the need to flex and interpersonal skills and styles to support improved understanding and trust.
- Ability to motivate, delegate, provide leadership, counseling, conflict resolution, training and listening, among others in order to successfully implement the health and safety policies and procedures, and recommend corrective actions.
- Training or knowledge of creating comprehensive workplace health and safety programs, including but not limited to, heavy equipment operation, hazardous material handling program, fall protection, confined space, lock-out tag-out, construction safety, first aid, blood borne pathogens, and PPE.
- OSHA 40-hour training course required within 90 days of employment.
- High level of computer skills in MS Office Suite (Word, Excel, PowerPoint). Working knowledge of personal computers and other software applications (Google applications).
- Must be able to communicate effectively (written and oral).
- Must have good organization skills and be able to plan, prioritize and coordinate several projects simultaneously.

- Must possess the ability to handle making tough decisions and handling difficult situations in order to provide value to overall health and safety program at the Buffalo Zoo.
- Must be able to identify problems using investigative processes to analyze and evaluate complex information and ability to utilize creativity, innovation, best judgment, and logical reasoning to resolve these problems.
- Ability to organize and conduct effective training and education programs.
- Ability to maintain confidentiality, both operations and personnel related.
- Thorough knowledge and understanding of OSHA, EPA, and other relevant standards.
- Ability to work effectively and with flexibility in an environment where animal welfare and the safety of the animals, guests and staff are paramount.
- Excellent knowledge of potentially hazardous materials or practices.

**Skills Desired:**

- Understanding and experience working with an Environmental Management Systems (EMS), ISO 14001, or Safety Management System such as OHSAS 18001
- Stays up-to-date on new federal and state health and safety regulations.
- Strong leadership skills to motivate and train staff.
- Experience working in a unionized environment.
- Experience with Incident Command based response system.
- Experience with Just Culture safety management system.

**Other:**

- Must possess or be able to obtain within 30-days of employment a valid New York State driver's license and have an average or better driving record based on the evaluation process of our insurance company. Retention of position is contingent upon maintaining required license. Must upgrade to classification appropriate to requirements (non-CDLC or CDL class).
- TB Test conducted annually.
- Must be able to work weekends, nights on occasion in emergencies, and holidays as necessary.

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Use computer hardware and software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- A fitness for duty test will be required in order for the successful candidate to be given further consideration for the position.

**Compensation and Benefits**

This is a full-time, exempt position. Salary range \$52,000-\$57,000 commensurate with experience. Some of the benefits available include health plan, life insurance, long term disability, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time. Benefits are available after the successful completion of an introductory probation period of 60-days of work. Sick time available upon hire.

The Buffalo Zoo is an At Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.

*Equal Opportunity Employer*

**300 Parkside Avenue, Buffalo, NY 14214-1999**