



POSITION AVAILABLE

SAFETY & SECURITY MANAGER

Basic Purpose and Responsibility

The Buffalo Zoo is seeking a motivated, energetic, and highly articulate individual to serve as the Safety & Security Manager, with the skills/experience to perform a variety of functions to ensure the safety of the employees and guests of the organization (*human safety*). Reporting to and under the leadership of the Director of Facilities and Construction - this individual will be responsible for establishing/reviewing the Buffalo Zoo's safety programs and policies; overseeing 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; providing key insights into regulatory compliance, policy and procedure standards and best practices; and acts as the main point person for all safety/security related items in unison with the Director of Facilities and Construction.

How to Apply

Please send Resume and Cover Letter in **Word document or PDF** using subject line: **Safety & Security Manager** by email to: buffalozoojobs@buffalozoo.org

No telephone calls please. Position open until filled.

For more information about the Buffalo Zoo, please visit our website by using the following link: <http://www.buffalozoo.org>

Compensation and Benefits

This is a full-time, exempt position. Annual salary range is: **\$63,500-\$65,500** (commensurate with experience).

Full-Time benefits available include health plan, HSA/HRA, FSA, life insurance, long term disability, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time. Benefits are available the first of the month following the successful completion and passing of an introductory probation period review at 60 days of work (sick time available upon hire).

The Buffalo Zoo –

As one of the crown jewels of Western New York's cultural and recreational attractions, the Buffalo Zoo welcomes 400,000+ guests on an annual basis. The Zoo sits on 23.5 acres and is home to over 750+ animals, supports many conservation programs, and is a highly regarded educational facility. Being the third oldest zoo in the country, the Buffalo Zoo is proud to have several buildings of historic significance on its campus. The Zoo is operated by the Zoological Society of Buffalo, Inc., under a lease agreement with the City of Buffalo. Our mission is **Building Community → Creating Connections → Saving Wildlife**.

Essential Functions

The Buffalo Zoo reserves the right to revise or change job duties and responsibilities as the need arises.

- Oversees the Zoo's safety and security programs, ensuring that the campus is a safe environment for all guests and staff.
- Assures that compliance standards are met and all applicable required trainings are completed by various internal stakeholder groups.
- May assist the Director of Facilities and Construction with the 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; and 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. Programs are to be reviewed and revised annually.
- Prepares written safety and health Standard Operating Procedures and programs with Department Directors' input and oversight – to be reviewed and revised annually.
- 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.
- Plans, conducts, and completes drill reports as required by the AZA, USDA and other regulatory agencies.
- Understands federal/state occupational safety and health regulations and monitors regulatory changes as they occur.

Training & Education -

- Lead monthly Safety Committee Meetings.
- Participate as the safety subject matter expert on the Zoo's Employee Drill Training Team.
- Plan, organize, develop, and conduct various health and safety trainings (online & classroom based).
- Submit necessary paperwork to certification personnel in a timely manner. This includes respirator fit testing, fire extinguisher training, various workplace trainings, etc.
- 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 programs - 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

- Maintains and ensures working conditions of 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.

- Manages first-aid kit inventory and replaces used items monthly.
- Schedules, attends, and participates in regularly scheduled department and all-staff meetings.
- Performs general office duties as necessary.
- Able to always deal courteously and effectively with the public and to represent the organization at the highest standard of professionalism.
- Able to collaborate, establish, and maintain effective and professional working relations with local partners and safety related agencies.
- Ability to effectively promote the organization.
- A strong and effective communicator and supportive team player.
- Possess a can-do attitude, be resourceful, and communicate respectfully with everyone.
- Interact with courtesy, professionalism, and respect to staff, volunteers, and guests consistent with the organization's mission and core values.
- Verbal and written ability to communicate with Zoo staff, outside vendors, and other stakeholders. Able to interact positively with a variety of individuals from varied socioeconomical backgrounds frequently.
- Performs other duties as assigned by the Director of Facilities & Construction and/or senior management.

Education/Experience

To perform at a proficient level and be fully qualified, a person is expected to have:

Education, Experience (Minimum Desired):

- 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.
- 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, bloodborne 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 (Outlook and 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 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.

Knowledge / Skills / Other Competencies

- 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 be able to work weekends and nights on occasion in emergencies, and holidays as necessary.
- This position is a full-time, in-office position. Occasional remote work may be requested or assigned limitedly.
- 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).
- Must support Buffalo Zoo's Vision, Mission and Core Values.
- Successful completion of a post-offer pre-employment general medical screen and drug test.
- Successful completion of a post-offer pre-employment background check.
- Successful completion of a post-offer pre-employment fitness for duty test.
- Must understand the requirements, essential functions and duties of the position as per the job description and certify such by signing the job description prior to first day of work.
- Must be able to operate a computer, two-way radio, telephone system, and software on computer, printer, etc. after training.
- Must be willing to comply with department's Personal Protective Equipment (PPE) policies and procedures.
- Must provide proof of negative TB test at hire (test within the last 12 months). TB test conducted annually by the Zoo and participation in the TB screening program is required.
- Regular attendance and punctuality are essential functions of the position.

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. In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

- 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, and/or crawl.
- 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.
- The employee is required to work on a desktop computer and office equipment.
- While performing the duties of this job, the employee is regularly required to write, type, talk, and/or listen.
- Ability to walk and/or stand for periods of time.
- Ability to lift and move up to 25 pounds.
- A fitness for duty test will be required for the successful candidate to be given further consideration for the position.
- Employee may be exposed to a variety of weather conditions or temperatures. Work may be required both indoors and outdoors in various weather and temperature conditions, ranging from rain, wind, snow, cool to cold weather, and extreme heat and humidity. The noise level in the work environment is usually moderate.
- Is exposed to the environment around animal exhibits and animal holding areas. Will be working around animal excrement, smells, and other debris. Ability to follow animal safety protocol, and treat the animals with care, respect, and dignity.

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