



POSITION AVAILABLE

SAFETY AND COMPLIANCE MANAGER

Basic Purpose and Responsibility

The Buffalo Zoo is seeking a motivated, energetic, and highly articulate individual to serve as the **Safety and Compliance Manager**, responsible for leading and continuously improving workplace health and safety programs across the organization, reporting to the Director of Facilities and Construction. This role is primarily focused on fostering a strong safety culture, ensuring regulatory compliance, and protecting the wellbeing of employees, guests, and animals. The Safety and Compliance Manager will lead the development, implementation, and evaluation of safety programs, policies, and procedures, and serve as the organization's subject matter expert on health and safety practices.

In addition, this position supports Facilities Management functions, including coordination of maintenance operations, construction and capital improvement projects, and ensuring safe and compliant operation of building systems such as HVAC, electrical, plumbing, and life safety systems.

This position also provides limited oversight and coordination of site security functions, including working with third-party providers, as part of a broader commitment to a safe campus environment.

How to Apply

Please send Resume and Cover Letter in *Word document or PDF using subject line: Safety and Compliance 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.

Safety Leadership & Program Management

- Lead and manage the Zoo's workplace health and safety programs, ensuring a safe environment for all staff and guests.

- Drive a proactive safety culture through leadership, engagement, and continuous improvement initiatives.
- Recommend and supply appropriate personal protective equipment (PPE).
- Assist in developing and managing the annual safety budget and identifying program needs.
- Assists Director of Facilities and Construction to ensure all maintenance activities and projects are executed in compliance with safety standards and risk management practices.

Policies / Procedures / Program Development

- Plan, develop, implement, and maintain occupational health and safety programs to ensure the highest level of employee safety.
- Manage Safety Data Sheets (SDS) and Hazard Communication Program.
- Develop, review, and update safety policies, procedures, and standard operating procedures in collaboration with department leaders.
- Conduct annual reviews of safety programs to ensure effectiveness and continuous improvement.
- Ensure alignment with OSHA, NFPA, AZA, and other applicable safety standards and best practices.
- Develop and enforce safety and other protocols related to facilities maintenance, contractor work, and construction activities.

Regulatory Compliance

- Lead safety inspections and audits to ensure compliance with federal, state, and local regulations.
- Partner with department leaders to proactively address risks and resolve non-compliant conditions.
- Prepare required regulatory reports and serve as the primary liaison with regulatory agencies on safety matters.
- Monitor changes in safety regulations and advise leadership on operational impacts.
- Maintain OSHA logs, injury records, and compliance documentation.
- Ensure facilities, building systems, and infrastructure remain compliant with applicable codes, including HVAC, fire protection, and building safety regulations.

Training & Education

- Lead the Safety Committee and facilitate regular meetings.
- Develop and deliver safety training programs (classroom and online).
- Identify training needs and ensure timely completion of required certifications.
- Maintain accurate training records and compliance documentation.
- Support emergency preparedness through drills and training exercises.
- Provide safety training related to maintenance work, equipment operation, lockout/tagout procedures, and contractor safety requirements.

Incident Prevention & Response

- Lead incident investigations, identify root causes, and implement corrective actions.
- Maintain records of workplace incidents and recommend prevention strategies.
- Intervene in unsafe conditions or behaviors and promote corrective action.
- Support emergency response planning and coordination across departments.
- Investigate incidents related to facilities systems, construction activities, or maintenance operations and implement corrective measures.

Collaboration & Communication

- Partner with leadership, staff, and external stakeholders to strengthen safety awareness and accountability.
- Communicate safety performance, metrics, and program updates regularly.
- Work closely with Animal Care, Guest Experience, and Facilities teams to integrate safety into daily operations.
- Coordinate closely with Facilities and Construction teams to ensure safe planning and execution of work orders, capital projects, renovations, and infrastructure upgrades.

Security Coordination (Limited Scope)

- Provide coordination and oversight of contracted security services to ensure basic operational standards are met.
- Support emergency response planning in coordination with local agencies (fire, police, EMS).
- Assist in maintaining general security-related procedures as part of overall safety planning.

Other

- Maintain safety equipment and ensure readiness.
- Participate in on-call emergency response as needed.
- Manage first aid resources and supplies.
- Attend meetings and perform general administrative duties.
- Demonstrate professionalism and strong communication with staff, guests, and partners.
- Perform other duties as assigned.

Education/Experience

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

- 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.
- Relevant safety certifications preferred (OSHA 30, ASP, CSP, OHST, etc.).
- Strong experience in workplace safety program development and implementation.
- Experience with hazard analysis, incident investigation, and regulatory compliance.
- Knowledge of OSHA, EPA, and applicable safety standards.
- Ability to lead training, influence behavior, and build a strong safety culture.
- Experience in facilities management, maintenance operations, construction oversight, or building systems (HVAC, electrical, plumbing) strongly preferred.
- Familiarity with basic security practices or coordination of third-party services is a plus.

Knowledge / Skills / Other Competencies

- Understanding and experience working with an Environmental Management Systems (EMS), ISO 14001, or Safety Management System such as OHSAS 18001.
- Stay 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.
- Working knowledge of facilities systems, preventive maintenance practices, and construction safety standards.

Other:

- Must be able to work weekends, evenings, overnights, 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 results 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.
- Position is part of the Zoo's emergency weather team and is expected to report when the Zoo is officially closed due to weather.

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 long 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