



JOB POSTING

POSTING DATE: 05/13/226

POSITION: SAFETY COORDINATOR

STATUS: FULL-TIME/NON-EXEMPT

BASE PAY: DOE

REQUIRED EXPERIENCE: 1 YEAR WORKING IN FACILITIES and MAINTENANCE

REQUIRED EDUCATION: HIGH SCHOOL DIPLOMA OR GED/ COLLEGE PREFERRED

JOB DESCRIPTION

This position is under the direct supervision of the Chief Human Resources Officer (CHRO). The Safety Coordinator is responsible for assessing the conditions of all SAHS facilities to plan and organize updates, changes, and replacements, and assessing the safety aspects of job duties and processes.

Principal Duties and Responsibilities:

- Work with the CHRO to assess facilities, observe processes and practices, and organize safety implementations.
- Dedicate time to each department to observe and plan improvements, to make all job duties meet safety standards.
- Create and maintain Standard Operating Procedures (SOPs), protocols, and training according to set standards and expectations (such as OSHA, contract requirements, etc.).
- Assist with maintaining and repairing all facilities, vehicles, and tools owned by the SAHS within their scope of knowledge.
- Work with the facilities maintenance team, vendors and contractors to ensure safety standards are met at all times while on our campus, along with maintaining safety processes of vendor supplied items.
- Manage and organize Safety Committee team and meetings, and follow up on determined areas of focus/duties.
- Ensure grounds are maintained by the facilities maintenance team, ensuring that they are free of potential safety hazards such as debris and unsafe conditions.
- Work with the HR team to manage and organize incident/injury reports, to include post-accident drug testing and follow up
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, Integrity, and Compassion.
- All other duties as assigned.

Required Skills

- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules. Must be willing to report safety violations or potential safety violations to appropriate supervisory or management personnel.
- OSHA certified.
- Strong customer service skills and ability to adapt to a variety of unexpected situations.
- Broad knowledge of routine repairs and or maintenance of common systems such as lighting, minor plumbing, painting, drywall and minor electric.
- Ability to adapt and learn new techniques in the areas of safety, repair, and maintenance.
- Effective written and verbal communication skills.
- Strong organizational skills.
- Effective record-keeping ability.

Minimum Knowledge and Skills required by the Job:

- Basic computing skills (Microsoft Office environment).
- Valid Texas Driver's License and insurable driving record.
- Knowledge or ability to learn basic animal behaviors for safety.

Work Environment

- Potential for exposure to zoonotic diseases.
- Exposure to high noise levels.
- Potential for animal bites and scratches while handling animals.
- Outdoor work required in all weather.

Physical Requirements of the Job:

- Lift up to 50 pounds.
- Drive a variety of vehicles.
- Ability to work directly with animals.
- Expected to work some weekends, holidays, and off hours.

You may download an employment application at SAhumane.org/employment.