



JOB POSTING

POSTING DATE: 05/13/2026

POSITION: SAFETY COORDINATOR

STATUS: FULL-TIME/NON-EXEMPT

BASE PAY: DOE

REQUIRED EXPERIENCE: 1 YEAR WORKING IN A SAFETY MANAGEMENT AND/OR MAINTENANCE POSITION

REQUIRED EDUCATION: HIGH SCHOOL DIPLOMA OR GED/OSHA AND FIRST AID CERTIFIED/COLLEGE PREFERRED

JOB DESCRIPTION

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

Principal Duties and Responsibilities:

- Work with the Director of Operations 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.).
- Ensure compliance with OSHA, federal and state regulations
- Assist with maintaining and repairing all facilities, vehicles, and tools owned by the SAHS within their scope of knowledge.
- Work with 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.
- Be part of the Safety Committee and follow up on determined areas of focus/duties.
- Maintain the grounds, ensuring that they are free of potential safety hazards such as debris and unsafe conditions.
- Maintain all equipment and facilities of first aid
- Conduct safety inspections throughout the facilities and for all vehicles
- Respond to and mitigate emergency situations as needed
- Resolve guests' and employees' safety concerns that may arise; respond to incident reports
- Conduct accident and incident investigations to determine root causes, and develop plans to prevent recurrence by inspecting or reviewing areas, equipment, processes, and work activities for hazardous conditions.
- Train staff, supervisors, and other leaders in the company about health and safety standards
- Present safety training sessions to the company during quarterly meetings
- Coordinate occupational safety activities which may include conducting safety drills, inspections, investigations, or other safety program events
- Responsible for maintaining and updating Safety Data Sheets
- 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. Report safety violations or potential safety violations to appropriate supervisory or management personnel.
- OSHA and First Aid certified.

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- 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.
- Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others.
- Exposure to high noise levels, chemicals used to sanitize facilities, vehicles or equipment and other physical situations that involve all forms of animal life.
- Ability to work in an environment with frequent exposure to animal hair, dander, cleaning agents, and related allergens.
- 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.
- Ability to walk, run, bend and stoop
- Drive a variety of vehicles.
- Ability to work directly with animals.
- Expected to work some weekends, holidays, and off hours.

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