

Facilities/Safety Manager

Manage all areas of manufacturing for turn-key integration, electrical/mechanical assembly, fabrication and machining operations to produce products on-schedule and within quality standards and cost objectives. Responsible to develop, recommend and implement operational strategies for lead-time and cost reduction, process improvement, on-time delivery and resource planning. Must also have excellent employee development and communication skills, with experience in lean manufacturing.

Job Overview/Summary

Responsible for preventive, predictive, and routine maintenance for facilities, systems, and machinery in a manufacturing environment. Maintains capital equipment including overseeing maintenance, safety, and movement of machinery. Responsibilities also include administration of safety and environmental programs and administration of process improvements related to safety/environmental compliance; maintaining permits and the coordination of worker's compensation programs; certification and inspection of facilities and systems.

ESSENTIAL FUNCTIONS

Listed in PRIORITY order the essential functions unique to this position.

- Develops and maintains preventive maintenance programs.
- Assures the optimal functioning of building systems including mechanical, fire/life safety, etc.
- Manages a staff of employees in the maintenance of buildings and grounds.
- Oversees contractors for facilities renovation project entailing, HVAC, electrical, production floor arrangement, etc.
- Develop, lead and manage organization-wide strategies for occupational health and safety, workplace wellness, and workers compensation claims.
- Maintain updated EPA and OSHA required written programs and recommend / conduct training as necessary to ensure compliance.
- Conduct ongoing safety audits, risk assessments, and inspections of facilities,

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operations and equipment to insure compliance to safety and environmental regulations and a safe working environment for all employees. Recommend appropriate risk mitigation measures to management.

- Responsible for overall administration of the workers compensation program. Facilitate incident investigations, root cause analysis and prepare comprehensive recommendations for corrective action to eliminate or minimize potential hazards. Compile, analyze, interpret and report accident, loss and exposure statistical data.
- Ensure safety policies are followed and provide guidance on safety related discipline.
- Provide emergency response to problems in facility including first aid, security, safety-related complaints or inspections.
- Train and assist employees and management to complete their Safety responsibilities
- Develop and maintain new hire orientation training programs.
- Develops training for service technicians and facilities associates.
- Develop and maintain good working relationships with seniors, peers, and subordinates.
- Ability to develop business plans, provide guidance and direction for successful implementation of plans.
- Oversees and directs local, county, state, and federal facilities, safety, and other related programs and requirements.
- Project planning and cost analysis.
- Performs other duties as assigned.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Works in a manufacturing environment.
- Prolonged standing and bending during work hours.
- Is subject to frequent interruptions.
- Ability to move arms, hands and fingers to type.
- Close vision required for computer monitors.

JOB REQUIREMENTS

- Bachelors degree in a related field or equivalent experience.
- 5+ years of related facilities experience. 3+ years experience overseeing Safety programs.
- Solid knowledge of OSHA regulations/requirements.

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- 2+ years supervisory experience.
- Proven oral and written communication skills.
- First-Aid and CPR certification required.
- Must be able to maintain confidentiality in matters involving security and/or personnel issues.
- Excellent computer skills in a network environment. Proficiency in Microsoft Office is a must.
- Ability to listen and communicate effectively with employees, management and customers/clients in an effort to respond to common inquiries or complaints from customers/clients, regulatory agencies and/or employees.
- Experience in managing workers compensation claims, claims analysis, and cost reduction.
- Occasional weekend work required.