

<b>Position</b>	Facility and Safety Manager
<b>Facility</b>	Hubbs-SeaWorld Research Institute
<b>Location</b>	San Diego, CA
<b>Job Summary</b>	<p>Provide hands-on management of Hubbs-SeaWorld Research Institute (HSWRI) California facilities (Mission Bay and Carlsbad); provide advice, support, and training on the management of HSWRI Florida facilities (Orlando, Melbourne Beach). Work with management and administrative personnel to develop and implement policies and procedures that ensure a safe, productive and cost-effective work environment consistent with federal, state, and local laws. In conjunction with the VP of Development, assist in raising funds for facility infrastructure projects. Manage design, review, and construction of new facility projects, interacting with senior management, scientists, external vendors and regulators. Assist in an outreach program to local regulators explaining HSWRI's programs. Assume a leadership role in interacting with HSWRI staff including the management team and senior scientists to develop and implement programs for workplace safety, facilities operations and maintenance. Maintain current facilities including preventative maintenance, repairs, and housekeeping through personal work and by coordinating the work of the Facilities Technician and contractors, including but not limited to the following areas: heating and cooling, landscape and grounds, pest control, cleaning (general laboratory, live animal housing), plumbing, electrical, structural, safety, security and fire.</p>

## **Essential Functions**

Perform periodic inspections to ensure safe and efficient operations of HSWRI facilities (buildings, grounds, vehicles, vessels) and compliance with local, state, and federal requirements. Correct any non-conforming situations in a timely manner. Assess the current condition of the electrical, air conditioning, plumbing and other essential facilities and equipment. Maintain accurate records of the condition of the equipment and other systems in the building. Develop and implement back-up and alternative systems for common problems and emergency planning such as power shortage or the loss of seawater or city water to the facilities. Recruit facilities service staff and train them appropriately to ensure competent work. Install, maintain, move, repair, and remove equipment and utilities (e.g., heating and cooling systems, HVAC) within the building through personal work and by coordinating the work of the Facilities Technician, contractors and service providers. Manage and ensure cost-effective maintenance and improvement of facilities. Propose capital projects for maintaining and improving facilities including project scope, budget, and timeline. Solicit and analyze bids, interview and recommend prospective contractors and service providers. Coordinate and monitor the work of contractors, electricians, housekeeping/janitorial functions, landscaping maintenance, painting and repairs and related services. Evaluate completed work for conformance with proper procedures and standards of quality and safety. Plan, secure approval of, and implement preventative maintenance program for facilities. Serve as internal contact for repair reporting and coordinate repair work completion. Serve as HSWRI Safety Manager with implementation, review, and updating of the Workplace Injury Illness Prevention Program (IIPP), the Hazard Communication Program, including laboratory and field safety areas such as boating safety. Perform risk assessments and recommend and implement measures to ensure the safety of HSWRI facilities from fire, flood, and other hazards. Maintain Water Quality Reports and produce and provide monthly reports for HSWRI Officer Signature and submission to the RWQCB. Initiate an active campaign on safety measures within the organization. Prepare pertinent records and reports for the safety of the institution. Manage the inventory and storage of hazardous materials. Maintain required documentation for all external and internal inspections and permits. Recommend space assignments based on lab guidelines and current and planned research requirements. Oversee and prioritize maintenance of all Institute vehicles and vessels. Manage the Institute's motor carrier program. Serve as liaison with security contractor to respond to emergency calls. Maintain on-call status for security for security and facilities emergencies as needed. Monitor code access and security systems. Work with Human Resources on Accident Investigations and Work-Related Accident claims. Work with Executive Vice President and Chief Financial Officer to draft an annual budget for facilities and safety. Perform special projects and similar additional duties as requested.

## **Other Duties and Responsibilities**

<b>Knowledge, Skills and Abilities</b>	Demonstrated knowledge of facilities, purchasing principles and maintenance requirements, and procedures necessary to maintain a facility and its related equipment and systems. Demonstrated ability to achieve results collaboratively. Strong written and oral communication skills. Ability to make presentations to internal and external stakeholders on facility projects and opportunities. Ability to develop, update as needed, and present safety training program. Excellent trouble-shooting and diagnostic skill with ability to define, interpret and analyze problems and to resolve them quickly. Familiarity with local building codes and current health and safety regulations. Demonstrated ability to manage multiple projects and respond quickly to changing issues and priorities involving multiple facilities and personnel. Ability to plan and organize a varied workload and to coordinate the work of Facilities Technician, contractors and service providers with little or no supervision. Must be a self-starter who can work well with people at all levels both in and out of the organization. Maintains professional demeanor and can communicate effectively with senior management. Computer skills: Microsoft Office (Word, Excel, PowerPoint, Project) required; experience with CAD-CAM software desirable; ability to use automated systems.
<b>Education &amp; Experienced Required</b>	Bachelor's Degree or equivalent experience in related area such as engineering or facilities management, or in science with formal training in facilities management. 2 to 5 years of related experience in office and laboratory facilities management and safety.
<b>Licenses and Certifications Required</b>	Possession of a valid California driver license and satisfactory driving record.
<b>Physical Requirements</b>	Must possess the mobility to work in laboratory and outdoor settings, to use standard lab and office equipment, to use a computer, and to travel to the various sites within and away from southern California, including 1-4 trips per year to HSWRI's Florida facilities. Must be able to lift 50 pounds and to work on ladders. Must have the ability and the vision to read printed materials and a computer screen; and must have the hearing and the speech to communicate effectively in person and over the telephone.
<b>Working Conditions</b>	Work area includes indoor office work, semi-protected areas (grounds and raceways) and outdoors. Outdoor work areas are damp environments and subject to weather exposure. The work schedule may require work on the weekends and holidays as well as on-call. The work schedule requires occasional work before or after normal business hours as needed to minimize business disruptions associated with construction projects, fundraising events and the like.
<b>Salary</b>	\$60,000 - \$75,000; plus benefits
<b>Respond To</b>	hr@hswri.org
<b>Closing date</b>	07/10/2020

The message has been sent from 174.65.143.246 (United States) at 2020-06-25 18:29:43 on Firefox 78.0  
Entry ID: 397