



Safety, Health, and Environmental Manager

POSITION INFORMATION

Position Title: Safety, Health, and Environmental Manager

Department: Safety, Health, and Environmental

Reports To: Safety, Health, and Environmental Director

Supervises: None unless assigned

FLSA Status: Not specified

Employment Type: Full-Time

Revision Date: July 2026

POSITION SUMMARY

The Safety, Health, and Environmental Manager supports development, administration, training, inspection, and implementation of the Association's safety, occupational health, and environmental programs.

This position carries out practical SH&E work across shipboard, pier, shop, office, contractor, and visitor-facing environments to help maintain a safe, healthy, compliant, and environmentally responsible facility for employees, volunteers, contractors, and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Support & Compliance

- Assist with developing, coordinating, administering, and maintaining safety, health, and environmental programs, policies, safety plans, job hazard analyses, and written procedures.
- Assess new developments and regulatory requirements affecting occupational safety, health, environmental compliance, shipboard operations, and project work.
- Support compliance with OSHA, maritime/general industry/construction standards, company procedures, customer requirements, and applicable environmental obligations.

Inspections, Audits & Corrective Actions

- Identify and evaluate hazardous conditions and practices and coordinate corrective actions to resolve unsafe or noncompliant conditions.

- Perform facility safety/environmental inspections, internal audits, site inspections, regulatory inspection support, and monthly inspections across ship, pier, and shop areas.
- Conduct or assist with incident response, investigations, documentation, trend review, and follow-up.

Training, Waste & Communication

- Coordinate and deliver SH&E training, including HAZCOM, fall protection, respiratory protection, OSHA, asbestos awareness, lead awareness, and related safety topics.
- Maintain safety training records and support monthly safety briefings.
- Maintain and dispose of hazardous and non-hazardous waste materials in accordance with approved procedures.
- Communicate and coordinate with departments regarding SH&E needs, concerns, corrective actions, and safety expectations.

LEADERSHIP COMPETENCIES

- Safety Program Execution: Carries out inspections, training, corrective actions, and documentation in support of SH&E goals.
- Regulatory Awareness: Applies practical understanding of OSHA, maritime, construction, environmental, and site-specific requirements.
- Communication and Training: Delivers clear safety information and works effectively with employees, contractors, and departments.
- Problem Solving: Identifies hazards, analyzes practical options, and supports timely corrective action.
- Field Readiness: Safely accesses ship, pier, shop, and work areas to verify conditions and support compliance.

QUALIFICATIONS

Required Qualifications

- Bachelor's or associate degree in safety or related field, or extensive applicable experience as approved by the organization.
- Valid driver's license.
- Strong leadership, collaboration, analytical, problem-solving, decision-making, written, verbal, and interpersonal communication skills.
- Ability to work independently and with teams.
- Ability to obtain and retain DBIDS credential for Joint Base Pearl Harbor-Hickam.
- Proficiency with Microsoft Office, including Word, Excel, Outlook, Access, and PowerPoint.

Preferred Qualifications

- Safety Trained Supervisor (STS/STSC), Construction Health and Safety Technician (CHST), Associate Safety Professional (ASP), or related certification.
- OSHA 30-hour maritime or general industry certification.
- CPR/First Aid/AED, instructor preferred.
- EM 385-1-1 40-hour training.
- Asbestos/lead inspector training or experience.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Must be able to walk up and down stairs and ladders and enter all ship spaces regardless of size or configuration to complete inspections and verify compliance.
- Work may include shipboard, pier, shop, office, outdoor, and active maintenance environments with heat, humidity, confined spaces, heights, uneven surfaces, noise, dust, hazardous materials, and ongoing work activities.
- Requires sufficient mobility, vision, hearing, situational awareness, and communication ability to identify hazards and respond to safety concerns.
- Must be able to use standard office equipment, conduct inspections, carry training or inspection materials, and wear required PPE as applicable.

SCHEDULE EXPECTATIONS

Full-time, 40 hours per week, Monday–Friday. Some weekends, nights, and holidays may be required based on inspections, incidents, training, projects, or operational needs.

MISSION STATEMENT

All USS Missouri Memorial Association employees are expected to support the organization's mission of preserving and interpreting the Battleship Missouri Memorial while providing exceptional guest experiences in a safe, respectful, and professional environment.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, or qualifications required. Responsibilities may change based on organizational needs. The organization reserves the right to revise or amend this job description at any time.