



USS MISSOURI MEMORIAL ASSOCIATION

POSITION DESCRIPTION

Position Title: Safety, Health, and Environmental Manager

Reports to: Safety, Health, and Environmental Director

Department: Safety, Health, and Environmental

Schedule: Full time – 40 hours per week, Monday through Friday; some weekends, nights, and holidays as needed.

Job Summary: The Safety, Health, and Environmental Manager assists with the development and implementation of the USS Missouri Memorial Association's safety program and maintain a safe, healthy, and environmentally sound facility for employees and visitors. The SH&E Manager will be responsible for carrying out the duties below.

Duties and Responsibilities:

- Assist with developing, coordinating, administering, maintaining a comprehensive safety and health program to include fire protection, safety awareness, environmental compliance, prevention of on –the-job injuries and more
- Assess new developments and regulation in the occupational health, safety, and environmental field which may impact project operations
- Assist in identifying and evaluating hazardous conditions and practices; ensure corrective actions are implemented
- Provide strategic and tactical solutions to support safety in multiple areas (29 CFR 1910, 20 CFR 1926, 29 CFR 1915 etc.)
- Grow and foster safety vision and culture to ensure a safe workplace
- Assist SH&E Director to drive awareness and accountability for safety, health, and environmental practices throughout all levels of the organization
- Coordinates and delivers training programs related to Occupational Safety and Health Administration (OSHA) compliance (HAZCOM, fall protection, respiratory protection, OSHA 30, OSHA 10, asbestos awareness, Lead awareness, etc.)
- Maintain safety training records
- Perform facility safety/environmental inspections, internal audits, site inspections, regulatory inspections
- Conduct and assist in incident response and investigation
- Communicate and interface with other departments on SH&E concerns or needs

- Conduct monthly inspections of various work areas onboard ship, pier, and within shop areas, ensuring compliance with SH&E regulations, company policies, procedures, and customer requirements
- Maintain and dispose of HAZ/Non-HAZ waste materials
- Assist or facilitate monthly safety briefings with staff
- Coordinates corrective actions to resolve potential hazardous situations
- Develop written policies, safety plans, and Job Hazard Analysis

Skills and Specifications:

- Strong leadership, communication, and collaborative skills
- Exceptional analytical and problem solving and decision-making skills
- Excellent written, verbal, and interpersonal communication skills
- Ability to work independently as well as with teams
- Able to obtain and retain DBIDS credential for Joint Base Pearl Harbor Hickam
- Proficient with Microsoft Office (Word, Excel, Outlook, Access, and PowerPoint)
- Able to walk up and down stairs and ladders and enter all ship spaces regardless of size or configuration to complete inspections and ensure compliance with safety rules

Education and Qualifications:

- Bachelor's or an Associate's Degree in safety or a related field is required (but the requirement may be waived in favor of extensive, applicable experience)
- Have a valid driver's license

Certification and Training:

- Safety Trained Supervisor (STS/STSC)
- Construction Health and Safety Technician (CHST) or Associate Safety Professional (ASP) preferred
- OSHA 30 hr. maritime or general industry certification
- CPR/First Aid/AED (Instructor Preferred)
- EM 385-1-1 40 hr.
- Asbestos/Lead inspector (plus)