



JOB TITLE: Risk and Safety Manager
DEPT/DIV.: Asset Management
REPORTS TO: Director of Real Estate Operations
FLSA STATUS: Exempt status / Full-time
SALARY: Commensurate with benefits
WORK LOCATION: All Properties

Position Summary:

The purpose of this position is to minimize the organization's exposure to risk through all aspects of the operations. This includes the physical aspects of the facilities, employee education and training on safety, and contractual obligations regarding insurance.

Essential Job Functions:

- Coordinate the annual roll out of the Emergency Action Plan with key staff from each department at all facilities
- Coordinate the employee roll out of the Safety Handbook for existing employees and incoming new employees so that staff is familiar with the use of this handbook
- Familiarize new staff with the Emergency Action Plan as it relates to the facility where the staff person will office and work
- Coordinate organization focused safety meetings with an interdepartmental committee and hold regularly scheduled meetings
- Coordinate with any approved outside consultants as needed to provide training, inspections or resources
- Conduct periodic, routine facility site inspections for the apartments, learning centers and commercial buildings to assess for risk exposure
- Contract with specialized consultant for annual inspection of all learning facilities

Other Duties & Responsibilities:

- Monitor that all required facilities are conducting an annual fire drill/evacuation plan
- Ensure all facilities have appropriate documents, supplies and procedures in place as required by EAP
- Oversee operations of FC owned vehicles to make sure procedures are implemented and followed
- Educate current and new employees on the proper procedures for documenting an incident
- Assisting asset management team as needed

- Other duties as assigned

Minimum Qualifications:

- Bachelor's Degree required
- Background in safety and risk management preferred
- Computer skills in Excel, Powerpoint and Google Drive
- Spanish speaking helpful, but not required

Physical Demands/Work Environment: Position will include walking property during inspections and travel to the sites. Some office time.

Other: Full Time position with health and retirement benefits after required employment periods are met

To Apply: Please send cover letter and resume to resumes@foundcom.org. Type "Risk and Safety Manager" in the email subject line. **No phone calls please.**

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