



Environmental Health & Safety (EHS) Coordinator

About Park Management Company

Park Management Company is a nonprofit 501(c)(3) organization managing the Scissortail Park Foundation and Myriad Botanical Gardens Foundation.

The Myriad Botanical Gardens is a 17-acre botanical garden and interactive urban park located in downtown Oklahoma City. The Gardens include the Crystal Bridge Tropical Plant Conservatory and Visitor Center along with ornamental gardens, a Great Lawn, water features, a children's garden, a lake with terraced gardens and a seasonal ice rink and carousel. The Gardens also offer year-round educational, cultural and wellness programs for all ages.

The 70-acre Scissortail Park links the heart of the city to the Oklahoma River, part of the city's "Core to Shore" master downtown development plan. The new Upper Park, located just a block south of Myriad Botanical Gardens features extensive gardens, a Great Lawn and outdoor performance venue, a lake and boathouse, a café, children's play areas, dog park, a civic scaled interactive fountain, and multiple walking/jogging paths.

Summary

The Environmental Health and Safety (EHS) Coordinator will report to the Chief Ranger, and will perform the research, planning, development, training, implementation, inspection, and ongoing administration of all safety related programs for Park Management Company, Scissortail Park Foundation, and Myriad Gardens Foundation, ensuring all locations are safe and OSHA compliant.

The EHS Coordinator will work within the department that performs the physical security, wildlife management, environmental health and safety, emergency management, interpretation, business continuity, and risk management functions for all three organizations. The mission of the department is to protect the people, nature, and property within the park, while fostering a sense of inclusion and safety for everyone. The EHS Coordinator will focus primarily within the EHS area, but will also assist in emergency management, business continuity, risk management, and other areas as needed.

Essential Duties and Responsibilities

- Develop, implement, and improve general safety programs and training for programs including Blood borne pathogens exposure control, confined space entry, electrical safety, fall protection, hand and power tools, hazard communication, hot work, lock-out/tag-out, work hazard analysis, etc.
- Frequently assess the safety of the parks and facilities through inspections to ensure compliance with all OSHA requirements and immediately correct items or conditions out of compliance
- Facilitate safety related incident investigations
- Analyzes accident and incident reports to assess trends and provide recommendations
- Provides technical safety support during normal operations, maintenance activities, construction, and shutdown activities
- Conduct annual evaluations and of all safety programs and make revisions as necessary

- Review construction and special projects to ensure compliance with local, state and federal safety regulations
- Oversee the development and presentation of safety training programs and regularly scheduled safety meetings for employees and contractors
- Facilitate safety orientation for new employees
- Lead and participate in safety committees for each organization
- Participate in industry safety conferences, seminars and committees, as appropriate
- Develop positive relationships with safety personnel at neighboring businesses and organizations
- Source external training providers as needed, providing for cost effective solutions
- Recommend train the trainer courses to gain certification to deliver internal training to employees
- Perform as the safety subject matter expert during special event planning
- Perform as the ADA Coordinator and workplace ergonomics specialist
- Create safety programs for specialized areas, based on park needs such as boat/dock safety
- Provide detailed recommendations for equipment and supplies purchases, such as PPE
- Partner with department leaders across organizations to develop a culture of safety and ensure buy –in with new safety initiatives
- Attend construction and project meetings to ensure safety is planned as a priority
- Develop comprehensive and sustainable solutions for measuring employee initial training completion and refresher training completion
- Maintain a professional appearance and ensure adherence to uniform/dress code and appearance standards

Supervisory Responsibilities

- May provide dotted line leadership to others involved in safety projects or activities

Education and/or Experience

- A bachelor’s degree from an accredited college or university in environmental health and safety, or closely related field, OR 4 years of experience in an environmental health and safety role, OR an equivalent combination of education and experience
- Experience utilizing technology to facilitate and organize employee training is preferred
- Experience tactfully informing internal and external stakeholders of rules or guidelines is preferred
- Experience with safety at special events is preferred
- Experience leading training courses is preferred

Computer Equipment and Software Requirements

- Proficient computer skills, including knowledge of Microsoft Office products, google forms, incident reporting software, surveillance software, radio communications equipment, and employee training tracking systems

Certificates, Licenses, Registrations

- Valid Oklahoma Driver’s License
- Current CPR/First Aid/AED, or ability to obtain

Skills and Abilities Required

- Excellent interpersonal skills and verbal/written communication skills
- Familiarity with SDS recordkeeping requirements
- Familiarity with Oklahoma workers’ compensation requirements

- Ability to interact effectively and respectfully with a diverse population, including people of all ages, interests, viewpoints, and backgrounds
- Ability to work as part of a team and provide leadership to a team
- Ability to remain calm and effectively lead others during stressful situations or emergencies, while demonstrating good judgment under pressure
- Ability to take direction and follow up on complex or ongoing projects independently with minimal supervision
- Ability to maintain punctual and reliable attendance, regardless of weather conditions
- Ability to comprehend and comply with departmental procedures
- Ability to pass an extensive background investigation and drug screening
- Please note, this position is classified as a safety sensitive position, and due to federal guidelines the detection of marijuana in the pre-employment drug screening will result in a positive test and disqualification from being considered for the position, regardless of the possession of any state issued medical marijuana card.

Work Environment

Must be able to work both indoors and outdoors. Some locations visited during the course of executing job duties may not be wheelchair accessible. Must be able to perform duties while wearing a uniform and other equipment, during extended periods of walking and standing, in all weather conditions. Required to work days, nights, evenings, weekends, holidays, and/or irregular hours.

Benefits

This full time, non-exempt position is eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 403(b), paid time off, and paid holidays.

Starting pay for this position is \$17.50 per hour.

To Apply

Please send a cover letter and resume to: careers@scissortailpark.org.

Equal Opportunity Employer (EOE)

Employer does not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.