

**Job title:** Safety Manager

**Job level:** Full-time, salaried

**Job summary:**

Greentown Labs, the largest cleantech startup incubator in North America, is currently home to more than 100 early-stage cleantech and climate-oriented companies. These companies utilize Greentown Labs' 100,000 sq. ft. of shared, mixed-use facilities across our three-building campus and safety of all members and visitors is our top priority. As such, we are looking for a Safety Manager to ensure a safe campus for all Greentown Labs members and visitors, while providing facility maintenance support.

The Safety Manager position is a cross-functional role with a major focus on safety while also supporting the facility team to make sure Greentown is a safe place for all. This role has two main responsibilities:

1. To serve as Greentown Labs' main point of contact for all safety matters, managing our environmental health and safety (EH&S) programs and policies; and
2. Assisting the Facilities Manager to ensure all building systems are fully operational, helping with facilities repair and maintenance.

We're looking for someone who is willing to learn and eager to take on new responsibilities not captured in this job description. The right candidate will have strong experience in EH&S and facility management. This position reports to Greentown Labs' Vice President of Operations and will work closely with the Greentown Safety Team which is comprised of our Facilities Manager, the Director of Lab and Member Resources, the Senior Manager of Wet Lab Operations, and the Wet Lab Technician.

**Primary responsibilities of this role:**

**Safety Management**

1. Serve as Greentown's safety point of contact, partnering with the prototyping team, wet lab team, facilities team, and Greentown management to ensure Greentown Labs is a safe space for all;
2. Run monthly safety meetings, tracking attendance to ensure compliance with Greentown's safety policies and programs;
3. Manage safety documentation: develop and implement safety policies and guidelines as needed; ensure the policies and guidelines remain up to date and compliant;
4. Assist in managing permits: ensure appropriate permits are in place and up to date, apply for any that are needed, and confirm we are in compliance. (e.g., MWRA, Flammable liquids & gases, etc.);
5. Manage safety training: identify safety training needed for new members joining Greentown or as their scope of work evolves; conduct safety training for new and existing member companies and Greentown team members;
6. Ensure compliance with laboratory facilities' standard operating procedures and best practices including oversight of all safety & training requirements;
7. Assist in maintaining and updating safety materials on GRID (Greentown Resources and Information Directory), Greentown's intranet;

8. Oversee all project hazard analysis registration (such as Job Safety Analyses, Workflows, PPE Assessments) and lab safety compliance. Perform research on the safety aspects related to existing and incoming members' work and technologies;
9. Manage safety programs (e.g., Hazard Communications Plan, X-rays, lasers, Machine Shop, Electrical Safety, DNA/genetic material), including tracking key performance indicators as set by the Safety Team;
10. Support the team to manage liquid and solid waste pickups and proper storage of chemical and hazardous waste; and
11. Serve as the main point of contact in the event of an emergency.

### **Facility Support**

1. Conduct daily walkthroughs to ensure facility cleanliness and equipment functionality and check for maintenance and upkeep;
2. Assist Operations team in ensuring that all building systems are fully operational at all times so that our members can be productive. This includes identifying or investigating failed systems and creating a repair or improvement plan. The work may be hands-on and/or through hired contractors;
3. Assist in the security of the building and grounds, including onsite presence during evening events to ensure facility-related systems are set up as needed; and
4. Provide support to other functions in Operations, including but not limited to facilities repair and maintenance and IT support.

### **What are we looking for?**

#### **You, generally, are:**

A hard-working, highly organized, and enthusiastic individual with a can-do attitude who enjoys working with startups. You are detail-oriented, resourceful, creative, and collaborative with strong listening and communication skills. You enjoy working on teams but also thrive when assigned individual projects.

#### **Required Skills and Experience:**

- Bachelor's degree in science, engineering, or relevant fields;
- 3-5 years of experience in relevant fields;
- Active OSHA-10/30, RCRA, HAZWOPER, DOT, and IATA certification(s) are a plus but not a requirement;
- Knowledge of hazardous waste management is strongly desired;
- Knowledge of industrial safety and OSHA requirements is a plus;
- Familiarity with scientific equipment;
- Excellent written and verbal communication skills;
- Familiarity with basic computer programs including Microsoft Office Suite and Google GSuite (including managing significant projects/documentation via Google Drive);
- Familiarity and comfort with the fast-paced nature of a startup, including the ability to receive, prioritize, and react to information with minimal oversight;
- Meticulous attention to detail;
- Strong planning and critical thinking skills with the ability to anticipate needs and actions;
- Respectful, customer-focused attitude; strong decorum and ability to be discreet;

- Mission-driven individual who is fulfilled and motivated by the goal of supporting early-stage entrepreneurs solving the world's biggest energy challenges;
- Curious, eager to learn, and a team player; "no task is too small" mentality; and
- Ability to be on call after hours for urgent or emergency situations.

**Benefits + Perks:**

- A flexible, fun, supportive working environment;
- Monthly MBTA Link Pass and onsite bike racks and showers;
- Generous benefits package including medical, dental, and vision insurance and 401k plan; and
- Access to the largest cleantech incubator in North America, which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities.

**Physical Demands + Working Environment:**

- A fast-paced work environment;
- Role requires ability to work some evenings, typically one evening per week;
- Position requires extended periods of prolonged standing during set-up for events and during events; and
- Must be able to lift or move items up to 25 lbs using proper lifting techniques.

**Recruitment Process + Next Steps:**

Please send your resume, a short cover letter, and a list of three references to [talent@greentownlabs.com](mailto:talent@greentownlabs.com). The subject of your email should be "Safety Manager: [Your Name]".

*The ideal start date for this position is February 1, 2020, if not sooner.*

**Your cover letter must address:**

1. Why you're a good fit and why we would be psyched to have you join us;
2. Your salary requirements; and
3. The date you're available to start.

**Equal opportunity:**

Greentown Labs seeks to fully represent our community and constituencies—particularly low-income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply. Greentown Labs is an equal opportunity employer.

**About Greentown Labs:**

Greentown Labs is a community of bold, passionate entrepreneurs creating solutions for today's biggest climate and environmental challenges. Located in Somerville, Massachusetts, and founded in 2011, the Greentown Labs Global Center for Cleantech Innovation is the largest

cleantech incubator in North America, operating a 100,000 sq. ft. campus comprised of prototyping and wet lab space, shared office space, a machine shop, electronics lab, and a curated suite of programs and resources. Greentown Labs is home to more than 90 startups and has supported more than 230 startups since its inception. These startups have collectively created more than 6,500 direct jobs and have raised more than \$750 million in funding. The incubator's mission is to provide entrepreneurs with the community, resources, and space they need to thrive. For more information, please visit [www.greentownlabs.com](http://www.greentownlabs.com) or on [Twitter](#), [Facebook](#), or [LinkedIn](#).