



**Position Title:** Health & Safety Manager

**Department:** Security and Safety Solutions

**Supervisor:** Senior Vice President of Security & Safety Solutions

**Applicants can submit a resume via e-mail to [careers@javitscenter.com](mailto:careers@javitscenter.com)**

The Javits Center is considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows and special events on Manhattan's West Side. These large-scale events have generated more than \$2 billion in annual economic activity for New York City and New York State, supporting as many as 18,000 jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

#### **Position Summary:**

The Health and Safety Manager is responsible for the review, approval and enforcement of all safety procedures, training, and metrics reporting. This role involves working closely with various departments to assess and improve existing safety protocols, conducting risk assessments, and providing ongoing training to promote a culture of safety. This position is designed to be pro-active in nature and preventative in scope for the mitigation of workplace injuries. All duties and responsibilities listed herein are under the direction of the Senior Vice President of Security and Safety Solutions.

The hiring range for this position is \$70,000.00 - \$80,000.00 annually (paid on a bi-weekly basis). The rate of pay offered will be dependent upon the candidate's relevant skills and experience.

#### **Key Job Accountabilities:**

- Provides exceptional levels of client and/or guest hospitality and understands they represent the Center in how they conduct themselves.
- Constructively partners and collaborates with all business partners, contractors and vendors to install training programs and initiatives which yield a reduction in workplace injuries and create a Center wide awareness to safety initiatives.

- Responsible for meeting third party requirements of the building, such as Federal, State and (where applicable) city agencies, including but not limited to OSHA, and for liaising with other safety related groups such as ANSI and PESH.
- Manages the internal medical services provided, such as first aid stations, field medics, deployment of ambulances, and medical services provider account management.
- Responsible for the management of the AED program and its scheduled maintenance.
- Oversees the deployment and management of allergy emergency kits and first aid kits.
- Schedules pre-event meetings with general service contractors and/or decorators to review all safety requirements, communication needs and planning for all aspects of a safe event.
- Plans and implements worksite safety training for all employees.
- Maintains safety files and records.
- Performs safety surveys and inspections, prepares written reports of findings, and provides recommendations for corrective or preventative measures, and follows up to ensure measures have been implemented.
- Provides oversight and quality assurance for all incident reports.
- Maintains the scheduling of trainings and conducts/participates in training sessions.
- Conducts and manages the delivery of toolbox talks.
- Assists in the development, evaluation and upgrading of existing safety programs.
- Ability to assist Certified Industrial Hygienist (CIH) consultant for noise sampling, and/or use of air monitors for permit required confined space entries.

### **Required Qualifications:**

- 5 plus years of progressive industry experience.
- The ability to develop “best practice” procedures and safety procedure manual management.
- The ability to read, analyze, and interpret various regulatory codes.
- The ability to write reports, internal procedures, and performance reviews.
- The ability to effectively present information and respond to questions from other departments, customers, and clients.
- Ability to work a flexible schedule, extended hours, nights, weekends, and/or overtime (scheduled or ad hoc).
- Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.
- Must work full-time onsite at the Javits Center.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to fingers; handle or feel; and talk or hear; climb stairs and/or ladders. The employee is occasionally required to reach with hands and arms; climb or



balance; and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision peripheral vision, depth perception, and ability to adjust focus.

*The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, past service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.*

*In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department. Our organization is unwavering in its resolve to ensure equitable opportunities and a workplace environment characterized by support and fairness for all.*