



# Safety and Security Assistant Manager Job Posting

Roger Williams Park Zoo (RWPZ) of Providence, Rhode Island, is one of the nation's oldest zoos, exhibiting over 100 animal species. Our culture is built on our core values -community, fun, innovation, diversity, integrity, sustainability, and excellence. We value our role in the community as a treasured place for families and a trusted resource for learning; we create a sense of community for our staff and contribute to the global conservation community. We provide a fun experience for our guests and believe that a fun environment is essential to create a great workplace. We are willing to take risks, to propose novel ideas and to think "out of the box". Bold dreams are welcome here. We act with respect toward all. We value diversity. Integrity and honesty drive our business practices and our relationships with each other and our constituents. We are driven by our vision of greater sustainability in our environmental practices and in our business model. We believe that by establishing a sustainable financial base we can best achieve our goals. We are always striving for excellence. We work to exceed expectations in all areas.

RWPZ is currently recruiting a full-time, year-round, exempt Safety and Security Assistant Manager. Under the direct supervision of the Safety and Security Manager, the Safety and Security Assistant Manager is responsible for assisting in the coordinating, tracking, monitoring, maintaining, and evaluation of the Zoo's safety and security program. The individual in this position will also assist with the supervision of contracted security, contracted nurses and seasonal parking lot staff in the absence of the Safety and Security Manager.

## **Responsibilities**

### **Safety:**

- Work directly with the Safety and Security Manager to assist with developing safety policies, goals, codes, standards, procedures, recordkeeping systems, and trainings as well as scheduling and conducting drills, safety committee meetings, and classroom safety trainings.
- Provide daily support to the Safety and Security Manager with the management and distribution of data from the Safety and Security department, as needed. Develop and write project specifications, when required, including but not limited to designing and creating Excel spreadsheets, Word documents, or other reports to track staff training, employee safety records, and other applicable safety-related items.
- Review and analyze injury and illness reports for completeness and accuracy prior to submittal to

the Safety and Security Manager for review. Streamline report processing and ensure completed in a timely manner for all incidents. Report trends in Security and Incident reports and track accordingly.

- Upon approval from the Safety and Security Manager, complete organizations OSHA 300, 300A, and 301 logs and file in accordance with OSHA reporting and filing guidelines.
- Maintain and catalogue SDS sheets and post in applicable locations for employee reference.
- Assist Safety and Security Manager with emergency response, not only in emergency situations but in all zoo matters and trainings with all emergency services, Fire, Rescue, Police, Providence Emergency Management Association and any other similar organizations.
- Establish and maintain effective liaisons with state and local law enforcement agencies.
- Inspect Zoo grounds and make recommendations to Safety and Security Manager on applicable servicing to correct actual or potential security and/or safety hazards.
- Maintain knowledge, communicate understanding of, and train all Zoo safety and security related policies to staff, visitors, vendors, and state and local law enforcement agencies including but not limited to, emergency action plans at the zoo.

### **Security:**

- Assist in the recruitment, training and scheduling of contracted Security staff.
- Track and obtain required documentation from staff, security team, and visitors regarding security incidents.
- Assist in patrolling inside and outside of Zoo facilities so that persons, buildings and properties with the boundaries of the Zoo are secure.
- Perform other duties as assigned or directed.

### **Other functions and responsibilities:**

Provide support in various capacities for any special event activities at the Zoo.

### **Required Experience, Training and/or Education**

#### ***Required Experience and Education:***

- Experience supporting an environmental health, safety and security department for a minimum of four years plus one year of experience in a supervisory role in the security field, conducting safety-related trainings; or equivalent combination of education and experience.
- This position will require the following training and certifications be completed within the first ninety days of date of hire if the individual cannot provide documentation of recent training and/or certifications in these areas:
  - FEMA ICS 100 & ICS 200
  - CPR and First Aid
  - OSHA Respirator and Fit Testing

#### ***Preferred Experience and Education:***

- Associate's degree in safety health and environmental management.
- Recent experience working with diverse populations and fluency speaking additional languages a plus.

### **Competencies**

- Proficient in Microsoft Suite.
- Attention to detail, organized and demonstrated ability to multitask, prioritizing completion of tasks.
- The ability to work and address safety and security related issues with minimal supervision, including but not limited to medical emergencies, animal escapes, missing children.

- Communicating and coordinating work efforts with other employees and organizations.
- Knowledge of environmental health, safety, and security compliance and procedures.
- Works well as part of a team and can also work independently, with minimal supervision.
- Demonstrated ability to:
  - conduct safety and security audits and recommending viable solutions to actual or potential safety and health hazards.
  - resolve problems in a positive, professional, and friendly manner.
  - act independently and decisively in crises.
  - supervise and schedule a variety of employees' shifts and functions.
  - communicate effectively both orally and written, with a customer service focus.
  - work in a multi-paced environment and in high public contact areas.
  - maintain strict confidentiality.

### **Additional Requirements**

- Valid state drivers license.
- 24 hour on-call availability for Zoo emergencies, including storm response.
- Ability to work outdoors under various weather conditions.
- Flexibility to work a Sunday through Thursday schedule and occasional holidays and evenings to support Zoo events. The individual in this position will occasionally be required to adjust their workweek in the absence of the Safety and Security Manager.
- Successful completion of a background check.
- Occasionally lift and or move objects up to 50 pounds.
- Comfort with enclosed spaces and climbing ladders a minimum of 25 feet.

### **Supervisory Responsibilities**

Parking Lot and contracted security and nursing staff in the absence of the Safety & Security Manager.

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If you are interested in this exciting opportunity to be a team member at a well-renowned Zoo in the New England area, send a cover letter, resume and salary requirements to the address below.

Roger Williams Park Zoo  
**ATTN: Safety and Security Assistant Manager**

1000 Elmwood Ave  
 Providence, RI 02907

-or-

*employment@rwpzoo.org*



ACCREDITED BY THE  
**ASSOCIATION  
 OF ZOOS &  
 AQUARIUMS**



[rwpzoo.org](http://rwpzoo.org)

