



Safety and Facilities Manager

Job Description

DEPARTMENT: Operations

REPORTS TO: Director of Operations

JOB TYPE: Full Time

GENERAL SUMMARY

The Safety and Facilities Manager is responsible for the coordination, administration and promotion of safety activities of rail operations, its employees, volunteers, and patrons in accordance to all state and federal regulations while maintaining our facilities to promote a safe and healthy environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure compliance with all railroad rules and regulations for safety, operations, and the Federal Railroad Administration (FRA).
- Review, revise, and administer CVSR/NPS documented safety program.
- Create and administer safety procedures and policies.
- Act as liaison between CVSR, CVNP, and local municipalities.
- Responsible for Drug and Alcohol testing and reporting.
- Responsible for training and maintaining CPR / AED / Chainsaw / Equipment Operation Certifications.
- Responsible for scheduling the maintenance and upkeep of railroad maintenance facility, depots, storerooms and office buildings including grounds upkeep and snow removal.
- Plans, budgets and schedules facility modifications, including cost estimates.
- Manages preventive maintenance of facility equipment and complete required facility inspections.
- Lead internal safety meetings with staff and volunteers, maintain tasks and assignments.
- Submit and maintain yearly budget for safety related items and any outsourced training.
- Collect, review, advise or take action on all near miss and injury/incident reports.
- Lead volunteer committees as needed in assistance with safety related activities.
- Update and maintain SDS and inventory of paint, chemicals, acids, and petroleum products. Ensure products are stored and labeled as required by OSHA and EPA regulations.
- Monitor Oil Water Separator system and schedule service when pumping, cleaning or repair is needed.
- Ensure oily waste, waste oil, diesel, antifreeze, waste paint and thinners are safely stored for proper disposal. Schedule service for proper disposal as needed. Maintain disposal records as required by federal regulations.
- Conduct training with employees and volunteers as needed maintaining all training records.

REQUIREMENTS:

- A two-year degree in Occupational Health and Safety or a related field, or equivalent experience in similar position.
- Possess a valid state-issued driver's license.
- Must have the ability to report onsite within 30 minutes.
- Must be able to read, write and communicate (speak, hear and understand) English.
- Must be able to work outdoors in extreme all-weather conditions (hot, cold, rain, snow, and sleet).
- Work a 40 hour work week, with flexible hours as needed.
- Must be able to use hands to perform activities involving holding, grasping, turning and pulling.
- Must be able to perform work on uneven surfaces, frequently climb ladders on/off of equipment.
- Must be able to work in conditions that include loud noise and fumes, work on and around heavy and moving machinery, bend, walk, stand and sit for extended periods of time and use hand tools.
- Follow safety policies and procedures and wear the required personal protective equipment required for the job in a safe manner.
- Must be able to operate a personal computer using Microsoft Office products.

To apply, please submit a resume and cover letter to Carl Bennett III, Director of Operations at cbennett@cvsr.org with Safety and Facilities Manager in the subject line. Submissions that do not include all these application materials will not be considered.

ABOUT CVSR

Cuyahoga Valley Scenic Railroad is in Northeast Ohio and is a tourist excursion railway and private sector, nonprofit 501(c)3 organization operating in partnership with Cuyahoga Valley National Park. CVSR's mission is to provide educational, recreational and heritage railroad experiences and provide alternative transportation to and within Cuyahoga Valley National Park and the Ohio & Erie Canalway.