



## Position Announcement

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| <b>Job Title:</b>          | Facility and Safety Manager |
| <b>Job Classification:</b> | Full time salaried/exempt   |
| <b>Salary Range:</b>       | \$65,000 - \$80,000         |

**Job Summary:** Provide hands-on management of Hubbs-SeaWorld Research Institute (HSWRI) California facilities (Mission Bay and Carlsbad); support the management of HSWRI Florida facilities (Orlando, Melbourne Beach). Work with management and administrative personnel to develop and implement policies and procedures that ensure a safe, productive and cost-effective work environment consistent with federal, state, and local laws. Assist in raising funds for facility infrastructure projects with development team. Manage design and construction of new facility projects, interacting with senior management, scientists, external vendors and regulators. Assist in an outreach program to local regulators explaining HSWRI's programs. Assume a leadership role in interacting with HSWRI staff including the management team and senior scientists to develop and implement programs for workplace safety, facilities operations and maintenance. Maintain current facilities including preventative maintenance, repairs, and housekeeping through personal work and by coordinating the work of the Facilities Technician and contractors, including heating and cooling, landscape and grounds, pest control, cleaning (general laboratory, live animal housing), plumbing, electrical, structural, safety, security and fire.

### Qualifications:

- At least 3 years of related experience in office and laboratory facilities management and safety.
- Bachelor's Degree or equivalent experience in related area such as engineering or facilities management, with formal training in facilities management preferred.
- Demonstrated knowledge of facilities, purchasing principles and maintenance requirements, and procedures necessary to maintain a facility and its related equipment and systems.
- Ability to develop, update as needed, and present safety training program.
- Excellent trouble-shooting and diagnostic skill with ability to define, interpret and analyze problems and to resolve them quickly.
- Familiarity with local building codes and current health and safety regulations.
- Maintains professional demeanor and can communicate effectively with senior management.
- Possession of a valid California driver license and satisfactory driving record.
- Computer skills: Microsoft Office (Word, Excel, PowerPoint, Project) required; experience with CAD-CAM software desirable; ability to use automated systems.

## **Working Conditions:**

- Ability to work in laboratory and outdoor settings, to use standard office equipment, and to travel to the various sites within and away from southern California
- Ability to lift 50 pounds with accommodation and to work on ladders.
- Work area includes indoor office work, semi-protected areas (grounds and raceways) and outdoors. Outdoor work areas are damp environments and subject to weather exposure.
- Flexibility to respond to emergencies before or after normal business hours.
- Support a diverse, equitable, and inclusive work environment where all staff, volunteers and guests are respected and valued.

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At Hubbs-SeaWorld Research Institute, your base wage is only a portion of your overall compensation package. We are proud to offer a full benefits package, which may include:

- Health insurance benefits options, including medical, prescription, vision, dental, life, and short- and long-term disability.
- Flexible spending accounts for medical and dependent care expenses
- Retirement Plan options
- Paid time off for all regular FT team members (starting at 10 annual days each sick/vacation/12 holidays)
- Employee Assistance Program – Confidential professional counseling, financial, and legal assistance provided at no charge to Team Members and immediate family members

Hubbs-SeaWorld Research Institute is committed to a diverse, equitable, and inclusive work environment where all trustees, staff, volunteers, collaborators and guests feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, or education. We're committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, representation, and advancement in all areas of our work.