

Environmental Health and Safety Program Manager

As part of the Central Bank of the United States, the Federal Reserve Bank of Boston works to promote sound growth and financial stability in New England and the nation, and to ensure the integrity and efficiency of the country's financial system. The Bank's Real Estate Services Group (RESG) contributes to this mission by managing and maintaining the Bank's real estate and related assets, and providing both Bank staff and prestigious tenant firms with timely, effective, and cost-efficient building services through best business practices and innovative technology. RESG staff run the gamut from building engineers to space designers, project managers to business analysts. We believe our employees are our greatest asset.

We offer an enviable employee value proposition: in compensation; a comprehensive benefits package; a fully-funded pension plan and a 401k match, as well as tuition reimbursement and free membership in our state-of-the-art onsite fitness facility.

Job Summary

Reporting to the Director of Operations, the Environmental Health and Safety Program Manager (EHS PM) plays a broad and critical role in the environmental health and safety of our 1 million sq.ft. facility. The EHS PM is responsible for the implementation and oversight of all building related safety programs and projects. The EHS PM creates and oversees a comprehensive and systematic approach to compliance with environmental regulations, waste management, air emissions and the reduction of the organization's carbon footprint. The EHS PM establishes similarly comprehensive procedures focused on identifying workplace hazards, accident reduction and proper management of harmful situations and substances, including program development, education and training at all levels in accident prevention, accident response, emergency preparedness, and use of protective clothing and equipment (PPE). The EHS PM oversees the operation and maintenance of life safety systems, including the building fire alarm system, chemical extinguishing systems, and sprinkler systems. The EHS PM interacts regularly with people at all levels of the organization and our tenant firms, representing RESG as a professional partner.

Principal Accountabilities:

1. Plan, schedule, direct and manage all Environmental Health and Safety (EH&S) programs including but not limited to: comprehensive environmental compliance; refrigerant management; asbestos operations and management (ACM O&M); underground storage tanks (UST) compliance; industrial hygienist activities e.g. indoor air quality; sound studies; hearing conservation; PPE (electrical and other); ASHRAE 188 compliance; safety guidelines from an array of sources including ASHRAE; OSHA 29 CFR 1910 and 29; CRF 1926; MA Department of Public Safety; City of Boston Inspectional Services Department; Boston Fire Department and any other local, state and federal regulators; maintain efficient and effective communication channels while representing the Bank with city agencies and/or other outside organizations. Ensure proper disposal of hazardous and non-hazardous waste material.

2. Direct the day-to-day operation of all life safety functions of the building. Prepare, update and maintain activity logs related to all alarm, fire suppression and evacuation systems.
3. Establish, enforce and update a comprehensive safety plan; develop and implement safety policies and procedures, and communicate safety initiatives.
4. Develop and conduct effective leadership training and administer a comprehensive training program for both building employees and operations personnel, from emergency preparedness (fire, non-fire, and medical emergencies) to accident prevention and response and use of protective clothing and equipment (PPE).
5. Monitor EH&S OSHA training requirements, identify training needs for RESG personnel and track staff performance; report on completion and compliance status.
6. Oversee and participate as appropriate in required EH&S programs such as powered industrial truck, confined space, etc.
7. Develop scope and specifications for EH&S projects and collaborate with the Bank's procurement department on RFP and contract approvals; provide input into vendor selection and into drawings, specifications and contracts to ensure that facility and regulatory standards are maintained; participate in contractor pre-bid and orientation meetings to ensure expectations are clear and pre-work briefings are conducted.
8. Serve as subject matter expert to staff, Bank personnel, tenants and outside vendors concerning the theory and operation of all Bank safety systems to ensure code compliance.
9. Proactively research and remain current on industry best practices and collaborating with consultants, contractors, and other Federal Reserve System Banks and others, ensure any environmental health and safety concerns are addressed effectively using state-of-the-art design criteria.
10. Conduct and document safety and compliance assessments for identified projects and equipment.
11. Ensure all EH&S documentation is maintained in compliance with Federal Reserve Records Retention Requirements and / or external regulatory requirements (whichever is more stringent). Ensure that all EH&S documentation is correctly classified according to Federal Reserve requirements.
12. Participate as a key member of the Bank's Business Continuity Plan and Safety Committee.
13. Respond to off-shift emergencies as needed.

Other Accountabilities

Perform other duties as assigned. Comply with all Bank and department policies and procedures. Subject to extended work hours on short notice to address problems and/or respond to emergency conditions. Ability to meet a flexible work schedule including evenings, weekends and holidays as needed, and to report during inclement weather or under emergency conditions.

Knowledge and Experience

This position requires a Bachelor's degree in Engineering, Safety Management, Industrial Management, or related field, and a minimum of 10 years' experience in an industrial and/or construction setting.

Comprehensive knowledge of 29 CFR 1910 and 29 CFR 1926 as well as building construction and facilities concepts and techniques associated with safety, health and environmental considerations is also required. An Industrial Hygienist Certification is preferred.

- Experience with federal, state and local facility and transportation regulations, codes and ordinances to include, but not limited to BOCA, Life Safety (IBC, NFPA 101), OSHA, DEP, DOT, and Pressure Vessel Safety.
- Must be able to develop and pursue multiple initiatives simultaneously and deliver desired results with minimal supervision.
- Strong customer service skills and problem solving aptitude, and the willingness and ability to provide on-call support in response to off-hours emergency or issues.
- Must have excellent interpersonal skills and the ability to communicate effectively verbally and in writing to establish and maintain effective relationships with Bank personnel at all levels, as well as tenants, vendors, contractors and government/regulatory agencies.
- Proficient in Microsoft Office and facility maintenance and asset management systems.

Physical Requirements

This position involves movement between departments, floors and buildings to perform work. Staff are regularly required to stand, walk, reach and use hands and arms to grasp, lift and/or move equipment weighing 20-50+ pounds; speak and hear and occasionally required to taste and smell. They are frequently required to sit, stoop, crouch, kneel, crawl, balance, climb stairs and ladders, work at heights and in environments with wide temperature ranges, working outside and inside. Specific vision abilities required include close vision, distance vision, color vision and depth perception.

The Federal Reserve Bank of Boston is committed to a diverse and inclusive workplace and to provide equal employment opportunities to all persons without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or military service.

All employees assigned to this position will be subject to FBI fingerprint/ criminal background and Patriot Act/ Office of Foreign Assets Control (OFAC) watch list checks at least once every five years.

The above statements are intended to describe the general nature and level of work required of this position. They are not intended to be an exhaustive list of all duties, responsibilities or skills associated with this position or the personnel so classified. While this job description is intended to be an accurate reflection of this position, management reserves the right to revise this or any job description at its discretion at any time

To Apply:

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Please include job title in email subject line. Thank you!