

# JOB DESCRIPTION

<b>Position Title</b>	Manager (Safety and Security)	<b>Job #</b>	
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<b>Basic Function</b>	<p>At the direction of the VP of HR, the incumbent provides management and leadership of Environment, Health &amp; Safety (EH&amp;S) Injury Prevention/Safety programs, Corporate security services (on-site security vendors), Internal security/safety investigations, and ISM compliance support.</p> <p>Functions include but not limited to: Emergency planning and response; biological, and chemical, fire safety; and occupational and health and safety programs including accident investigations and inspections. Ensure the safety and health of the Panasonic Avionics Corporation and compliance with all applicable Federal, State, County and local rules and regulations. Manage the Security operation for Lake Forest and Bothell facilities and conduct internal safety/security investigations as required.</p>
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<b>Accountabilities</b>	Please specify percentage of time spent on each Accountability
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<p>The incumbent's typical responsibilities for PAC include managing the Environment, Health &amp; Safety (EH&amp;S) Injury Prevention/Safety programs, Corporate security services (on-site security vendors), Internal security/safety investigations, and ISM compliance.</p> <p>This position reports directly to the VP of Human Resources for PAC.</p> <p>The incumbent's typical responsibilities for PAC include managing the Environment, Health &amp; Safety (EH&amp;S) Injury Prevention/Safety programs working under direction of the HR Director and Facilities Manager; incumbent designs, develops and implements the Job Safety Analysis and Incident Investigation Programs for the Lake Forest and Bothell locations. The primary emphasis of the EH&amp;S Program will be to identify hazards associated with job tasks and make recommendations to eliminate or reduce the hazards. The primary emphasis of the Incident Investigations Program will be to identify root causes of occupational injury and illnesses and make recommendations that will reduce the frequency and severity of incidents. Regularly conduct risk assessments to determine areas of high risk for employee injuries or illnesses. Responsible for remaining current on related federal, state and local regulations; provide code interpretations and ensure compliance. Assist Quality Assurance staff with interfacing and coordinating federal, state and local regulatory enforcement agency inspections. The percentage of time devoted to various accountabilities will change from time to time requiring the incumbent to adjust priorities as needed to address basic functions of the job and corporate needs.</p> <p><b>Safety</b></p> <p>Create an ongoing life cycle for Safety issues to; minimize risks, analyze hazards and incidents, create policies and procedures to prevent recurrence. Physical inspection of facilities, equipment, work practices and procedures to identify and mitigate hazards and risks. Insure safety-warning signs and procedures are in compliance; consider new solutions to reduce risk. Inductively and deductively investigate incidents of all forms including human and environmental hazards. Create new policies and procedures to mitigate further incidents. Other duties as assigned.</p> <p><b>Security</b></p> <p>Manage the Security operation and staff for Lake Forest and Bothell facilities. Ensure the professionalism and technical expertise of the Security officers who are assigned and oversee the continuity and assurance that there will be uninterrupted service 24/7. Responsible for selection of sub-vendors and capturing the metrics of performance of services provided. Conduct internal investigations related to corporate security.</p> <p><b>ISM Compliance Support</b></p> <ul style="list-style-type: none"> <li>• Review 5S/ISM Walk Through Findings (Take action based on results)</li> <li>• Counsel employees and managers who are identified not to be in compliance with ISM guidelines</li> </ul>
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- Recommend/document ISM-related communications
- Coordinate ISM investigations/incident reporting activities

### Scope and Competency Requirements

**MANAGEMENT:** (*\$, employees, and other resources managed*)

Responsible for managing the Safety Programs for Lake Forest and Bothell facilities, no staff at this time  
 Management responsibility for the Security operation and oversee the Security offices  
 Will have budget management responsibility for Safety Programs in Lake Forest and Bothell

**COMMUNICATIONS:** (*key communications contacts and level of persuasion required*)

Excellent written & verbal communication skills and presentation skills and ability to effectively communicate with all levels of employees and within a diverse work environment. Writing skills necessary to clarify problems and prepare instructions on how to solve them.  
 Frequent public and/or coworker contact

**PROBLEM-SOLVING:** (*complexity of problems, creativity and other problem-solving requirements*)

Ability to evaluate occupational health problems and provide diverse solutions  
 Proven experience developing and providing environmental, health, and safety training courses to adult learners from diverse backgrounds, job classifications, and varying levels of education Must be able to respond to PAC Lake Forest campus in the event of an after hour, weekend or holiday incident involving hazardous materials spills, or any situation involving the safety and security of the facility.  
 Ability to defuse and resolve conflicts, yet maintain appropriate professional behavior  
 Ability to bring a sense of order and understanding to task assignments that do not always have specific instructions to follow  
 Proven knowledge of all federal, state and local laws/regulations pertaining to a specific area of EH&S  
 Must possess good organizational and personnel management skills.  
 Possess and apply broad knowledge of principles and techniques in the field of EH&S, plus working knowledge or related disciplines  
 Exercise judgment within generally defined policies in selecting methods and techniques for obtaining solutions  
 Frequent decision making required  
 Ability to conduct internal investigations as required

**KNOW-HOW:** (*education, experience and other knowledge requirements*)

Bachelor's Degree preferred  
 4-8 year's experience in major safety areas including fire safety, chemical, biological safety, occupational health and safety including risk management and emergency planning and response, preferably in a corporate setting  
 Technical training, education or certification beyond those stated may be substituted for some experience  
 4-8 year's demonstrated knowledge and experience in Incident Investigations, Job Safety Analysis and Safety Programs (SB198) as evidenced by licenses, professional certifications and job experience  
 4-8 years demonstrated knowledge and experience evaluating mechanical, plumbing and electrical systems in a variety of work areas (offices, labs, shops, studies, etc.) to identify safety deficiencies  
 4-8 year's demonstrated knowledge and experience evaluating musculoskeletal stressors in a variety of work areas (offices, labs, shops, studies, etc.) to identify safety and ergonomic deficiencies  
 Ability to use inspection and testing equipment (i.e. indoor air quality (IAQ), spill clean-up)  
 Ability to provide after hours, weekend, and holiday on-call service to PAC year round  
 Prior experience training adults in a corporate environment very desirable (at least 4 years experience)  
 Experienced with conducting internal safety and security investigations  
 Must possess excellent computer skills, database, word processing and spreadsheet

**PHYSICAL REQUIREMENTS:** (*How much weight will the employee be required to lift, push or pull and how often? What repetitive tasks will be performed? What percent of time is spent sitting, standing, bending, twisting, stooping, etc.?*)

Repetitive motion activities, i.e., data entry to computer, also bending, twisting, standing, walking, squatting, reaching, stooping, climbing stairs, will all be normal and consistent requirements of position. Ability to lift 50 lbs. unaided. Constant use of overall vision, frequent reading and close-up work, occasional color and depth. Frequent repetitive motion, frequent writing, frequent grasping, holding and reaching. Frequent exposure to noise. Overnight domestic travel required 5%

<b>Incumbent</b>		<b>Approved</b>		<b>Date</b>	
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