



Safety and Security Manager

Job Description

Effective Date 09/01/2026

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Job Title Safety and Security Manager
Department Facilities and Safety
Reports To Facilities and Safety Director
FLSA Hourly, Non-Exempt, Full-time
Direct Reports Organizational Safety and Security Staff

Position Summary

The Safety & Security Manager leads the day-to-day implementation of HAC's organizational safety, security, emergency preparedness, and risk management programs. This position partners with all departments to ensure a safe environment for guests, employees, volunteers, and visitors. This role is responsible for developing a proactive safety culture while coordinating emergency preparedness, security systems, incident investigations, staff safety training, and regulatory compliance.

Core Values - At Holland Aquatic Center, team members are guided by five core values that shape our work and everyday interactions:

1. Work Hard - We show up ready, stay reliable, and always finish what we start.
2. Care Deeply - We treat guests and team members with respect, kindness, and authenticity.
3. Keep Learning - We stay curious, grow from feedback, and solve problems together.
4. Be Honest - We speak up, act with integrity, and own our choices.
5. Be Professional - We show up prepared, committed to safety, and hold ourselves to high standards.

Essential Functions:

Organizational Safety

- Implement HAC safety policies.
- Coordinate safety inspections.
- Conduct facility safety audits and track corrective actions.
- Monitor OSHA compliance.
- Maintain safety documentation.

Emergency Preparedness

- Maintain Emergency Action Plans.
- Lead emergency preparedness training and coordinate drills.
- Coordinate after-action reviews.

Security

- Manage access control systems.
- Oversee cameras and alarm systems.
- Investigate security concerns and recommend security improvements.
- Coordinate with local law enforcement.

Incident Management

- Manage incident reporting.
- Conduct investigations.
- Identify trends and recommend preventative measures.

Staff Training

Coordinate organization-wide training including:

- Workplace safety, fire safety, and active threat response.
- Bloodborne pathogens
- Hazard communication
- De-escalation
- Incident reporting
- Emergency procedures

Cross-Department Collaboration

Partner with: Aquatics, Operations, Human Resources, Facilities, and Wellness to ensure organizational safety standards are maintained while recognizing each team's operational responsibilities. **This position does NOT manage lifeguards or aquatic safety operations.**

Note: Duties and responsibilities may be modified, expanded, or reassigned at any time to meet organizational needs.

Qualifications

- Bachelor's degree in: Occupational Safety, Risk or Emergency Management, Criminal Justice, Public Administration, or Recreation Management. Equivalent professional work experience considered.
- Thorough understanding of local, state, and federal compliance regulations as well as OSHA regulations.
- 5+ years of demonstrated safety leadership experience, including emergency and risk management.
- Incident investigation.
- Experience with security systems, technology, and access controls.
- Previous work experience with safety training and facilitation.

Preferred certifications (or ability to obtain):

- OSHA 30
- CPR/AED Instructor
- Certified Pool Operator
- CSP (Certified Safety Professional) or CSM (Certified Safety Manager) certification

Physical Requirements & Work Environment

- Ability to stand, walk, and sit for prolonged periods
- Ability to lift/move 50 lbs.
- Visual and auditory acuity for safety monitoring
- Exposure to noise during events or peak usage times
- Ability to work in very warm environments
- Flexible schedule (early mornings, evenings, weekends, holidays)

Equal Opportunity Statement: Holland Aquatic Center is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status. Reasonable accommodation will be provided as required by law.

Signature Acknowledgement: I have read and understand the responsibilities and requirements of this position.

Signature: _____ Date: _____

Print Name: _____

Managers Signature: _____ Date: _____

Print Name: _____