

Job Title: Safety + Operations Manager
Job Location: Somerville, MA
Job Level: Full-time, salaried

Greentown Labs, the largest climatetech incubator in North America, is currently home to more than 180 early-stage climatetech startups. These companies utilize Greentown Labs' 150,000+ sq. ft. of shared, mixed-use facilities across the company in two locations, and safety of all members and visitors is our top priority. As such, we are looking for a Safety + Operations Manager to ensure a safe campus for all Greentown Labs members and visitors, while managing projects including building upgrades to address our members' operational needs and improve the state of our facilities.

The Safety + Operations Manager position is a cross-functional role with a major focus on safety, while also supporting the lab and facility teams to make sure Greentown is a safe, healthy, and convenient place for all. This role has two main responsibilities:

1. Serve as Greentown Labs' main point of contact for all safety matters, managing our environmental health and safety (EH&S) programs and policies; and
2. Partner with the lab and facility teams to ensure all building upgrade projects are safe and according to plan and budget.

We're looking for someone who is willing to learn and eager to take on new responsibilities not captured in this job description. The right candidate will have strong experience in environmental health and safety (EH&S) and project management. This position reports to Greentown Labs' Senior Vice President of Operations and will work closely with the Greentown Safety Team across the company.

This job requires traveling to Greentown's other location in Houston, TX.

Primary responsibilities of this role:

Safety Management

1. Serve as Greentown's safety point of contact, partnering with the prototyping, wet lab, and facilities teams, as well as the Greentown management to ensure Greentown Labs is a safe space for all;
2. Run monthly safety meetings, tracking attendance to ensure compliance with Greentown's safety policies and programs;
3. Manage safety documentation: develop and implement safety policies and guidelines as needed; ensure the policies and guidelines remain up to date and compliant;
4. Assist in managing permits: ensure appropriate permits are in place and up to date, apply for any that are needed, and confirm we are in compliance (e.g., Massachusetts Water Resources Authority, flammable liquids & gases, etc.);
5. Identify, secure, and manage administration and planning of grants for safety improvements and trainings;
6. Manage safety training: identify safety training needed for new members joining Greentown or as their scope of work evolves; conduct safety training for new and existing member companies and Greentown Staff;

7. Ensure compliance with laboratory facilities' standard operating procedures and best practices, including oversight of all safety & training requirements;
8. Assist in maintaining and updating safety materials on GRID (Greentown Resources and Information Directory), Greentown's intranet;
9. Oversee all project hazard analysis registration (such as Job Safety Analysis, Workflows, PPE Assessments) and lab safety compliance. Perform research on the safety aspects related to existing and incoming members' work and technologies;
10. Manage safety programs (e.g., Hazard Communications Plan, Chemical Hygiene Plan, Biosafety Manual and Exposure Control Plan, X-rays, lasers, Machine Shop, Electrical Safety, DNA/genetic material), including tracking key performance indicators as set by the Safety Team;
11. Support the team to manage liquid and solid waste pickups and proper storage of chemical and hazardous waste;
12. Manage safety audits, including member peer audits and periodic audits of member work and space;
13. Serve as an additional chemical hygiene and biosafety officer;
14. Serve as the main point of contact in the event of an emergency.

Project Management

1. Manage building upgrade/modification projects related to improving the state of Greentown Labs and to supporting operations of Greentown's members;
2. Manage special member projects that are outside of the prototyping lab and wet lab to ensure projects are well-supported and safe to operate;
3. Provide support to other functions in operations as needed.

What are we looking for?

You, generally, are:

A hard-working, highly organized, and enthusiastic individual with a can-do attitude who enjoys working with startups. You are detail-oriented, resourceful, creative, and collaborative, with strong listening and communication skills. You enjoy working on teams, but also thrive when assigned individual projects. You are a mission-driven individual who is fulfilled and motivated by the goal of supporting early-stage entrepreneurs solving the world's biggest climate challenges.

Required Skills and Experience:

- Bachelor's degree in science, engineering, or relevant fields;
- 3-5 years of experience in relevant fields;
- Active OSHA-10/30/40, NFPA, RCRA, HAZWOPER, First Aid (AED & CPR), Bloodborne Pathogen, DOT, and IATA certification(s) are a plus but not a requirement;
- Knowledge of hazardous waste management is strongly desired;
- Knowledge of industrial safety and OSHA requirements is a plus;
- Excellent project management skills;
- Familiarity with scientific equipment;
- Excellent written and verbal communication skills;
- Familiarity with basic computer programs, including Microsoft Office Suite and Google GSuite (including managing significant projects/documentation via Google Drive);
- Familiarity and comfort with the fast-paced nature of a startup, including the ability to receive, prioritize, and react to information with minimal oversight;

- Meticulous attention to detail;
- Strong planning and critical thinking skills with the ability to anticipate needs and actions;
- Respectful, customer-focused attitude; strong decorum and ability to be discreet;
- Curious, eager to learn, and a team player; “no task is too small” mentality; and
- Ability to be on call after hours for urgent or emergency situations.

Benefits + Perks:

- A flexible, fun, supportive working environment;
- Monthly MBTA Link Pass and on-site bike racks and showers;
- Generous benefits package, including medical, dental, and vision insurance and 401k plan; and
- Access to the largest climatetech incubator in North America, which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities.

Physical Demands + Working Environment:

- A fast-paced work environment;
- Role requires ability to work some evenings, typically one evening per week;
- Position requires extended periods of prolonged standing during setup for events and during events;
- Must be able to lift or move items up to 25 lbs using proper lifting techniques; and
- Travel required up to 25%.

Recruitment Process + Next Steps:

Please send your resume, a short cover letter—with brief answers to the questions below—and a list of three references to talent@greentownlabs.com. The subject of your email should be “Safety + Operations Manager: [Your Name]”.

The ideal start date for this position is November 15, 2021, if not sooner.

Your cover letter must address:

1. Why you’re a good fit and why we would be psyched to have you join us;
2. Your salary requirements; and
3. The date you’re available to start.

Equal opportunity:

Greentown Labs seeks to fully represent our community and constituencies—particularly low-income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply.

Greentown Labs is an Equal Opportunity Employer and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state, or local protected class.