



Job Title: Safety & Fleet Manager
Employment Status: Fulltime, Salaried, Exempt
Location: Columbus, Ohio (On-site 5 days per week)
Reports Directly To: Chief Operating Officer

Date Revised: June 10, 2026

About Habitat MidOhio

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties.

Mission Statement: Seeking to put God’s love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

Position Summary:

The Safety & Fleet Manager is responsible for maintaining a safe and healthy work environment across all Habitat for Humanity-MidOhio (HFHMO) properties, facilities, construction sites, ReStores, warehouses, and fleet operations. The position leads the organization's safety, risk management, workers' compensation, regulatory compliance, emergency preparedness, and fleet management programs to mitigate risks of injury, property loss, and operational disruption.

This position has regular contact with HFHMO staff, volunteers, committees, vendors, contractors, insurance representatives, and regulatory agencies including OSHA, the Bureau of Workers' Compensation (BWC), Fire Marshals, and local code enforcement officials.

Essential Duties and Responsibilities include, but are not limited to, the following:

Safety and Risk Management

1. Manages safety audits of all construction, warehouse, retail, fleet, and administrative activities; notifies appropriate parties of deficiencies and tracks corrective actions through completion.
2. Monitors current regulations and requirements related to workplace safety, hazardous materials, fleet operations, and risk management.
3. Investigates and evaluates safety equipment, personal protective equipment (PPE), and operational practices for appropriateness across all HFHMO operations and facilities.
4. Responds to and provides assistance during emergency situations occurring at HFHMO operations and facilities during business and non-business hours.
5. Interfaces with regulatory agencies, committee members, vendors, and HFHMO staff to develop and implement corrective actions and maintain compliance.
6. Serves as a member and facilitator of the Safety Committee and participates in local and industry safety meetings to maintain awareness of current safety requirements and best practices.

7. Manages OSHA compliance programs, workers' compensation administration, and related safety initiatives. Recommends participation in applicable BWC and OSHA programs and maintains policies, procedures, and compliance documentation.
8. Develops, coordinates, and facilitates safety training programs for employees, volunteers, AmeriCorps members, and other stakeholders. Maintains all required training records and certifications.
9. Creates, maintains, and implements procedures for identifying, reporting, investigating, and managing workplace injuries and workers' compensation claims through resolution.
10. Responsible for all alarm systems, security systems, fire protection systems, sprinkler systems, and required annual inspections for HFHMO facilities. Serves as the primary point of contact for vendors and regulatory agencies related to these systems.

Fleet Management

11. Manages the organization's fleet of vehicles, forklifts, trailers, and other mobile equipment to ensure safe, reliable, and cost-effective operations.
12. Coordinates preventive maintenance, inspections, repairs, registrations, licensing, and regulatory compliance for all fleet assets.
13. Maintains accurate service, repair, utilization, replacement, and cost records for fleet vehicles and equipment.
14. Conducts routine inspections of fleet assets and ensures vehicles and equipment remain safe and operational while minimizing maintenance and repair costs.
15. Administers fleet and fuel card programs, maintains records, and serves as liaison with fleet and fuel vendors.
16. Compiles fleet utilization, maintenance, replacement, and lifecycle assessments and provides recommendations to leadership regarding acquisitions, disposals, replacements, and leasing opportunities.
17. Coordinates fleet maintenance and repair activities with internal departments and external vendors.

Compliance, Reporting, and Continuous Improvement

18. Maintains required safety, fleet, and compliance records and prepares reports for leadership, Finance, regulatory agencies, and other stakeholders as needed.
19. Monitors and evaluates organizational safety and fleet performance metrics and recommends improvements to reduce risk, improve compliance, and control operating costs.
20. Supports facility safety initiatives and operational risk mitigation activities across all HFHMO locations.
21. Assists with vendor management and contract oversight related to safety, fleet, and compliance functions.
22. Performs other duties and assignments as directed by leadership.

Job Requirements

- High school diploma or equivalent required.
- Associate's or Bachelor's degree in Occupational Safety, Risk Management, Business Administration, Facilities Management, Fleet Management, or a related field preferred.

Experience

- Minimum of five (5) years of progressively responsible experience in occupational safety, risk management, fleet management, facilities operations, or a related field.
- Experience administering workers' compensation programs, OSHA compliance initiatives, and organizational safety programs preferred.
- Experience developing, implementing, and enforcing operational and workplace safety policies, procedures, and training programs.

Preferred Certifications

- OSHA 500 certification preferred.
- Forklift certification, or the ability to obtain certification within an established timeframe, preferred.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of OSHA standards and regulations, Ohio Bureau of Workers' Compensation (BWC) requirements, NIOSH, ANSI, Department of Transportation (DOT) regulations, and other applicable federal, state, and local safety regulations.
- Demonstrated ability to interpret regulatory requirements and translate them into practical policies, procedures, training programs, and operational practices.
- Strong interpersonal, leadership, planning, organizational, and communication skills.
- Ability to build collaborative relationships and work effectively with employees, volunteers, contractors, and leaders across the organization.
- Proven ability to manage multiple priorities, coordinate projects, analyze issues, and exercise sound judgment in a fast-paced environment.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) and the ability to learn additional software applications and reporting systems.

Other Requirements

- Valid driver's license with an acceptable driving record.
- Ability to operate Habitat for Humanity MidOhio vehicles and equipment safely.
- Ability to travel throughout Habitat MidOhio's service area, including Franklin, Madison, and Licking counties.
- Flexibility to respond to emergencies and provide on-call support, as needed.

Physical Requirements

- Position requires the ability to lift up to 50 -75 pounds and may require frequent standing, walking, bending, squatting, lifting, climbing, and reaching.
- Position will regularly work in office, warehouse, retail, fleet, and active construction environments.
- Position will be exposed to varying weather conditions, including heat, cold, wind, and rain.
- Ability to travel between HFHMO facilities and project sites as needed.

Compensation & Benefits

Compensation: \$63,000 to \$75,000 annually (placement expected not to exceed \$70,00)

Bonus: Eligible for discretionary bonus

We offer a comprehensive benefits package that includes:

- Health insurance (medical, vision, prescription)
- Health reimbursement arrangement (HRA)
- Dental insurance
- Generous paid time off: 8 holidays + 5 floating holidays
- 50% matching 401(k) retirement plan up to 6% of base salary
- Flexible spending accounts
- Short-term & long-term disability insurance
- Life insurance
- Employee Assistance Program (EAP)
- And more!

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe inclusion and diverse perspectives strengthen our workplace and our community.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, or any other protected characteristic under applicable federal, state, or local law.