



Job Title: Safety Coordinator
Department: Safety
Sub Department: Operations
Immediate Supervisor: Chief Operations Officer
Status: Full-Time, Exempt
Location: Meridian, Idaho (Non-Remote)

JOB SUMMARY

The Safety Coordinator is responsible for developing, implementing, and maintaining workplace safety programs to ensure compliance with regulatory requirements and to foster a culture of safety throughout the organization. This includes oversight of company-wide safety audits, facilitation of safety committee activities, delivery of training programs, and maintenance of the EH&S Manual.

DUTIES & RESPONSIBILITIES

1. Conduct scheduled and unscheduled safety audits in all operational areas, including the cleanroom, fabrication, assembly zones, lab, and office areas.
2. Lead and facilitate the company Safety Committee, including agenda planning, documentation, and action follow-up.
3. Develop, schedule, and deliver or coordinate safety training sessions, including new hire orientation, emergency response, PPE usage, hazard communication, and chemical handling.
4. Maintain, review, and update the company's EH&S Manual and all related safety policies to reflect current regulatory standards and site-specific practices.
5. Ensure compliance with OSHA, EPA, and other applicable federal, state, and local safety regulations.
6. Coordinate incident investigations and root cause analyses; maintain safety records and recommend corrective/preventive measures.
7. Track safety performance metrics and report monthly findings to management with data-driven improvement suggestions.
8. Disseminate safety performance data and findings across the organization using varied communication methods—including presentations, informational flyers, digital signage, and internal newsletters—to promote awareness and foster a proactive safety culture.
9. Partner with Engineering, Field Service, and Production teams to evaluate new processes, equipment, and materials for potential hazards.
10. Manage Safety Data Sheet (SDS) library and ensure availability and accessibility throughout the facility.
11. Serve as a primary point of contact during internal and external EH&S audits or inspections.
12. Oversee cleanroom safety protocols and ensure gowning procedures and contamination controls are followed and audited.



13. Conduct risk assessments and job hazard analyses for all critical processes and work areas.
14. Develop and conduct emergency preparedness drills and coordinate evacuation plans and response training.
15. Work closely with HR on workers' compensation cases, return-to-work programs, and injury prevention strategies.
16. Stay informed of industry best practices and emerging safety trends; propose relevant improvements.
17. Contribute to team effort by achieving results. Work cooperatively with team members, communicate design constraints, and work within the team to achieve solutions.
18. Collaborate with Human Resources to identify and define safety-related skills, certifications, and training requirements for inclusion in job descriptions, ensuring alignment with regulatory standards and operational needs.
19. Able to work in various positions such as climbing, balancing, stooping, kneeling, crouching, laying, reaching with hands and arms, grasp, handle and operate hand and tools, as well as welding equipment.
20. Responsible for other duties and tasks as assigned and, in some circumstances, may be completely unrelated to this position.

JOB REQUIREMENTS, SKILLS, AND EXPERIENCES

Required:

- Strong understanding of OSHA regulations and EH&S best practices.
- Ability to interpret and apply safety regulations in a cleanroom and manufacturing setting.
- Proficient in writing technical procedures, incident reports, and training materials.
- Experience leading safety audits and committees.
- Skilled in developing and delivering effective safety training programs.

Preferred:

- 3–5 years' experience in an EH&S role within a manufacturing or semiconductor environment.
- Associate or Bachelor's degree in Safety, Environmental Science, Industrial Engineering, or a related field (or equivalent work experience).
- Experience working in cleanroom environments (Class 100 or better).
- Certified Safety Professional (CSP) or OSHA 30-hour General Industry.

TRANSFERRABLE SKILLS/EXPERIENCES

- EH&S leadership experience from biotech, aerospace, or high-tech cleanroom industries.
- Military or defense experience with a focus on safety and hazard mitigation.
- Project coordination or training facilitation in compliance-regulated environments.

WORK ENVIRONMENT AND EMPLOYEE EXPECTATIONS

- Employees are expected to support the Company's business culture and values by demonstrating teamwork, integrity, good judgement, respect, innovation, and communication as well as by contributing at optimum levels toward the success of the company.
- Able to safely lift and carry, push or pull objects up to 50lbs.
- Able to walk, stand and work on feet for the duration of shift.
- Able to climb, balance, stoop, kneel, crouch, reach with hands and arms, grasp, handle and operate hand/power tools or controls.

COMPANY SUMMARY

JST Manufacturing is the expert in wet bench design and manufacturer and go-to international wet process and precision cleaning technology solutions manufacturer in the semiconductor, biomedical, food processing, and other clean industries. Our customers regard us as the company that can solve their difficult manufacturing process problems. Utilizing an onsite electrical and mechanical engineering staff, and a full plastic and metal fabrication facility, JST Manufacturing can provide both design and fabrication solutions for all of your wet processing processes. With teamwork, integrity, good judgment, innovation, and respect, we are committed to improving our customer's cleaning and handling challenges with quality, cost-efficient, and safe solutions.

By joining the JST Manufacturing, Inc. team you join a team of experts in wet bench design and manufacturing. From start to finish, we can engineer & design, then manufacture & install the right solution for any cleanroom need around the world.

QUALITY IS OUR FORMULA (CORE VALUES)

At JST, quality isn't just a standard—it's how we work. We're redefining what it means to show up, collaborate, and drive results by embedding quality into everything we do. *That's why we say: Quality is our Formula.* This formula isn't just a slogan—it's a mindset. It's captured in a simple but powerful equation: **Q = TCI²**

Teamwork	Customer Focused	Integrity	Innovation
Be One	Be Aligned	Be Accountable	Be in Pursuit
<i>Always</i> work together to meet company and individual goals.	<i>Always</i> align with and focus on your customers.	<i>Always</i> accept and require accountability.	<i>Always</i> pursue improvements by innovating relentlessly.

This cultural shift is about more than words, it's about aligning who we are with how we work. We recognized that our previous values didn't fully capture the behaviors and decisions that define success at JST. By embracing this new formula, we're building a culture where every action, every idea, and every solution reflects our commitment to quality and excellence.



At JST, quality is not just a goal, it's an expectation, a belief, and a way of being. When you join our team, you're not just contributing to our success; you're becoming part of a culture built on collaboration, customer dedication, ethical innovation, and shared purpose.

BENEFITS AVAILABLE

- Medical / Dental / Vision
- 401(k)
- Life Insurance
- Paid Time Off
- Holiday Pay
- Available Overtime
- Flexible Work Schedule
- Referral Program
- Tuition Reimbursement
- Year End Performance Bonuses
- Competitive Pay BOE
- Remote Work Flexibility
- Possible Relocation Assistance Available

APPLICATION PROCESS

You can download our employment application from [our website](#). Employment applications and resumes are accepted through the following venues:

- (1) Mail: 4040 East Lanark Street, STE 100, Meridian, ID 83642
- (2) Online Application: <https://jstmfg.isolvedhire.com>
- (3) Email: hr@jstmfg.com

Important Notes:

- JST is an AA/EOE employer.
- Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.