

Job Title: EH&S Manager
Department: Management
Supervisor: Plant Engineer
FLSA Status: Full Time, Exempt

Summary

Oversee the Plant Safety programs while continually training and monitoring plant personnel. Ensure facility compliance at all times for all air and water environmental standards. Individual assigned to this management position will be responsible for the budgetary constraints for these areas.

Essential Responsibilities and Duties

1. Oversee the Plant Safety programs PSM, PHA, Safety committee.
2. Ensure compliance with all state and federal mandates as they pertain to the quality control, safety and environmental issues of the Company.
3. Ensure that adequate safety policy information and MSDS information is updated.
4. VOC testing and reporting.
5. Submit completed Purchase Requisitions to the Plant Manager for approval.
6. Provide safety training and ensure that all plant personnel's training records are maintained.
7. Develop and provide contractor training programs.
8. Develop and maintain documents for Environmental Emissions and how these regulations apply at the plant.
9. Perform weekly rounds of plant site work with Plant Manager to resolve any safety or environmental issues.
10. Maintain files of all completed permits used by employees at the plant.
11. Maintain current certificates of insurance for all subcontractors.
12. Oversee the investigation and required reporting of all injuries of associates and contractors.
13. Oversee the required environmental testing, sampling and required reporting.
14. Monthly budgets for safety and environmental departments.
15. Perform quarterly and monthly safety audits.
16. Develop and work with local Emergency Response teams to plan for all possible disasters.
17. Work with corporate headquarters to implement effective software package for continual tracking of environmental requirements.
18. Participate in industry groups that pertain to EH&S. (i.e. – ASTM)
19. Implement and maintain an effective injury management system.
20. Ensure an effective SSP plan is in place with frequent and accurate training associated.
21. Maintain proper inventory levels for all safety equipment, while ensuring all equipment functions properly and is updated as needed.
22. Other duties as may be assigned to accomplish the safe and timely operations within the plant.
23. Willing and able to become cross-trained on multiple duties.
24. Other duties as assigned.

Qualifications

- Excellent written and verbal communication skills.
- Ability to work well with others and ability to work independently.

- Previous management experience in a safety and/ or environmental department.
Work experience in a related field a plus.
- Exemplify the high standards necessary to accomplish the goals of the Company.
- Computer skills.

Education and Experience

- College degree preferred
- High School diploma required
- Work experience & equivalent to 2 years experience in core essential responsibilities and duties.

Physical Demands

Ability to lift and/or move up to 50lbs.
Ability to climb stairs and ladders.
Able to work in outside conditions and adverse weather.

Working Environment

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts.
The employee is regularly exposed to dusty conditions.
The employee is regularly exposed to high noise environments.
The employee is regularly exposed to outside weather in all conditions.
The employee will regularly be exposed to chemicals used in the process.