

Position: EHS Specialist



Position Classification: Full Time / Non- Exempt
Position Reports to: Chief Compliance Officer (CCO)
Position Supervises: None

Position Summary

This position encompasses the responsibility of supporting the EHS department. This position reports to the Chief Compliance Officer.

Responsibilities

Duties include but are not limited to the following:

Essential function(s)

- Maintaining accurate daily, weekly, and monthly metrics to report to onsite management teams and corporate based reporting systems;
- Supporting management's efforts to ensure compliance with all EHS program expectations and applicable federal & state laws;
- Conducting risk assessments related to jobs performed by employees and suggests risk mitigation strategies through the Job Safety Analysis process;
- Recommending appropriate risk mitigation measures to management, including ergonomics;
- Training and assisting others (managers, employees, etc.) to complete their safety and compliance responsibilities (audits, follow safety rules, etc.);
- Conducting appropriate inspections and audits, and ensure corrective actions are monitored and documented;
- Assisting in maintaining employee files;
- Assisting with compliance of EHS and transportation programs;
- Assisting with completing and documenting all regulatory compliance activities through the EHS Calendar according to regulatory deadlines;
- Assisting with completing, documenting, and submitting all required EHS reports and recordkeeping information;
- Communicating, coordinating, or administering EHS training as needed, including new employee and contractor orientation;
- Responding to and investigating events including injuries and near-miss events. Drive closure of effective corrective / preventive actions, as assigned;
- Assisting managers to ensure compliance with external / internal audits and Federal, State, Local EHS regulations;
- Conducting environmental compliance site audits of TSDFs, non-hazardous waste facilities, solid waste facilities, as assigned;
- Preparing environmental compliance reports and permits;

- Updating Key Performance Indicators (KPI) and external supplier evaluation software (ISNet, Avetta); and
- Perform other duties, as assigned, in support of the EHS Strategic Plan.

Non-Essential function(s)

- Participating in company committees outside of EHS responsibilities.

Qualifications and Experience

- 1+ years EHS Industry Experience preferred.
- Associates degree and/or certification in an EHS related field.
- Excellent communication skills including written, verbal, listening, and customer service skills with the ability to effectively communicate with and work well with others in order to manage projects, meetings, etc.
- Exceptional organizational skills with a high consideration to detail.
- The ability to work independently as well as in a group environment.
- Must be able to be entrusted with confidential information.
- Familiar working with various office equipment, computers and various programs including Word, Outlook, PowerPoint, Excel, cloud-based systems, networking, and e-mail programs.

Core Competencies

The EHS Specialist must possess a high level of the following competencies in order to be successful in this position.

Leadership / Sharing the Safety Vision

The EHS Specialist requires the ability to communicate and share the tone for safety at Ingenium. The EHS Specialist will lead by example and seeks out opportunities and techniques to further this goal. The EHS Specialist uses persuasion to gain the support and cooperation from stakeholders, superiors, colleagues, subordinates and other parties to achieve a desired course of action consistent with the organization's strategic goals and objectives.

EHS Scientific and Technical Expertise

The EHS Specialist actively seeks out and improves, health & safety and regulatory knowledge. The EHS Specialist works with superiors to analyze and prioritize critical problems accurately and quickly; and is highly collaborative. The EHS Specialist works with superiors to analyze data, recognize meaningful test results, interpret results, and present the results in an appropriate way to different types of audiences.

Time Management

The EHS Specialist needs to use time to their advantage, needs to be able to manage a variety of given tasks, avoid procrastination, prioritize tasks in line with regulatory, department, company deadlines and goals. This includes day-to-day tasks, multi-phase projects, investigations, along with internal and external customer requests.

Communication

Effective communication is a critical skill for the EHS Specialist in order to communicate applicable Safety and Health regulatory requirements and company policies, procedures, work instructions, and much more. A common form of communication comes in the form of training. Ability to deliver internal safety training and effectively as determined by the results of post training quizzes. Communication on EHS topics is of the highest caliber; clear and accurate.

Task Oriented

The EHS Specialist is a task driven position. This means the position is dedicated to fulfilling the tasks provided by the Compliance/EHS Department. For example: Timely completion of tasks that align with Ingenium goals; implements reliable, effective metrics to measure outcomes; models accountability; thinks of innovative ways to spread awareness of Company and EHS Policies and best practices.

Education and Certifications

- 1+ years EHS Industry Experience preferred.
- Associates degree and/or certification in an EHS related field.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in an office environment.
- Travel for this position is required. Approximately 20% travel is typical.
- While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- Position will require frequent travel between the Ingenium locations.
- In the course of facility visits, employee may be outside around commercial vehicles, powered industrial trucks and hazardous waste.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus

Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot or cold temperatures. The noise level in the work environment is moderate.

Work Schedule

As a non-exempt hourly employee, the employee shall work a designated schedule as assigned by management. Employee shall not work over 8 hours per day or 40 hours per week without prior authorization from management but if so, will earn overtime for any work performed in excess of 8 hours per day or 40 hours per week. Employee must also follow company’s policies regarding required meal breaks.

Acknowledgement for Receipt of Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

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Employee Information

Employees Name: _____

Employee Signature: _____

Date: _____

Supervisor Information

Supervisors Name: _____

Supervisors Signature: _____

Date: _____