

Directory of Jobs / HRD  
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**Other job titles:** Environmental Specialist, Regulatory Coordinator

**Job code:**

**Short organization chart:** Plant Manager // HSEQ Manager // Environmental Coordinator

**Main Mission:** Maintain and improve Environmental management systems in accordance with applicable standards. Coordinate environmental programs, research and activities. Performs a variety of duties to maintain compliance with government regulations, interacting with variety of professionals and managing waste removal efforts as needed.

### **RESPONSIBILITIES**

- Prepare and process routine forms, documents and correspondence following standard procedures.
- Coordinate, manage, implement, and maintain facility-wide Environmental policy compliance programs and policies.
- Develop, implement, coordinate and perform Environmental training.
- Organize data management and processes and encourage sustainable production operations through developing and maintaining existing programs.
- Provide technical Environmental support and information to required personnel.
- Directly assure that the Hazardous Waste program is compliant.
- Participate in process reviews (such as process hazard analyses, etc.).
- Support corporate/plant engineering to implement engineering controls to minimize safety and occupational health hazards and to operate pollution control equipment in compliance.
- Promote Environmental awareness through internal company memoranda, newsletters, and/or specific training programs.
- Serve on various EH&S related committees.
- Develop, implement, and manage regulatory reporting such as but not limited to: TRI, Tier II, RMP, DMR, POTW, Homeland Security and AIR permit programs
- Understand Federal and State Environmental regulations and monitor regulatory changes as they occur. Advise manufacturing to ensure timely compliance.
- Maintain close liaison with the Chemical Management System to ensure appropriate data necessary for annual Toxic Release Reporting.
- Assist with employee or stakeholder inquiries
- Maintain records/logs of all requirements and monitor compliance tools.
- Maintain and improve the Right to know data base of SDS sheets and part numbers.
- Maintain a pleasant and safe work area by keeping a tidy and organized workplace and using safe work practices.
- Make independent judgments concerning assigned tasks.
- Understand plant environmental health and safety regulations and comply with all applicable laws and regulatory requirements.
- Other duties as assigned.

### **JOB REQUIREMENTS**

- High school diploma with minimum 10 years' experience or Bachelor's degree with minimum 3 years' experience; in Environment Science, Environment Health and Safety or related Engineering discipline.
- Clear and pleasant speaking voice, good written and verbal communication skills, professional presentation (attire, etc.), and legible handwriting.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Good knowledge of office equipment, basic math skills, the ability to maintain an organized work area with attention to detail, and successfully manage multiple priorities are necessary.
- Ability to read, analyze, and interpret common laboratory reports, and legal documents.
- Ability to respond to common inquiries/complaints from customers, regulatory agencies or community members.
- Ability to effectively present information to top management, public groups and/or employees.

### **Job characteristics (specificities/constraints)**

- Infrequent travel possible.

### **Expertise**

#### **☛ Technical expertise**

- Ability to assimilate new information and apply it to unfamiliar situations in the future.
- Ability to improve existing programs to make them more productive, as well as improve organization and house-keeping with minimal direction

#### **☛ Organizational expertise**

- Strong safety-minded work ethic and work history
- Ability to follow directions and prioritize work to meet deadlines
- Strong team member skills including communication, participation, and expressing mutual respect

*The above statements are intended to describe the general nature and level of work performed in this job. They are not intended to be, and should not be construed as, an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

I have read and understood the responsibilities of this position.

\_\_\_\_\_  
 Employee (Name)

\_\_\_\_\_  
 Sign

\_\_\_\_\_  
 Date