



Job Title: Environmental, Health, Safety and Security (EHS&S) Manager	Back-up: Director of EH&S (MCA)
Work Location: Helena, AR.	
Department: Environmental, Health, Safety and Security	
Reports to: Director of EHS&S	
<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input type="checkbox"/> Nonexempt	HR Contact: Director, HR Revision Date: 9/16/2020

Overview:

EHS&S Manager

Enviro Tech EHS&S Managers are responsible for implementing and overseeing the environmental, health, safety, and security performance of each facility. They develop, implement and monitor safety and environmental strategies, policies and programs that promote safe and sustainable development in all business processes. EHS&S Managers examine facility activities to establish where improvements can be made and ensure compliance with environmental, health and safety legislation. There will also be considerable focus on product safety and quality. EHS&S Engineers will review the whole operation, carrying out environmental, health and safety audits and assessments, identifying and resolving problems and ensuring necessary changes are implemented. EHS&S Managers will perform important staff training and ensure all members of the workforce recognize and understand their own contributions to improved environmental, health, safety, and security performance. The EHS&S Manager will also act as the Facility Security Officer perform security related duties outlined below. They will manage the security posture at Enviro Tech facilities. They are responsible for creating a secure environment for employees, contractors, vendors, and company visitors. The EHS&S Manager manages daily activities regarding entry, video security, and other security devices. They will use a personal computer to log personnel and entry records, as well as review closed circuit recordings and provide functional support for physical security requirements. They manage access control to restricted areas, coordinate with upper management on security protocols and legal requirements, and analyze identification forms.

Qualifications:

- Understanding the security organization of the facility.
- Understanding the requirements to comply with the 29 CFR 1910, 6 CFR Part 27, 40 CFR
- Experience in emergency preparedness, response, and planning for disasters.
- Familiarity with responsibilities and functions of local, state, and Federal law enforcement agencies; and
- Ability to recognize characteristics and behavioral patterns of persons who are likely to threaten security.

Essential Duties and Responsibilities:

EHS&S Manager

- Implements the corporate environmental, health and safety programs including, but not limited to:
 - Employee participation, hazard analyses, safe work procedures, risk management, loss control, spill prevention, hazardous waste, DOT hazardous materials, emissions, emergency planning (EPCRA), Federal Clean Air Act (CAA), Clean Water Act, and resource Conservation and Recovery Act (RCRA), and all other key program elements.
- Conducts post-incident investigations, utilizing management and other appropriate personnel.
 - Present findings provide recommendations for corrective or preventive measures, and ensure that accurate environmental, health and safety records are maintained.
- Coordinate and/or provide training on appropriate environmental, health and safety matters as assigned and as required by law.
- Serve on employee safety and health committee
- Responsible for the installation, inspection and maintenance of safety systems including, but not limited to, fire suppression, safety showers, eye washes, and first aid.
- Serve as liaison with applicable external regulatory agencies and coordinate follow-up on EHS&S audits to ensure satisfactory compliance.
- Ensure all required internal and regulatory reports are completed and submitted as required.
- Facilitate compliance with facility, regional, corporate, and regulatory environmental & safety standards and guidelines through audits, inspections, recordkeeping and data documentation.
- Exercise initiative, originality and sound judgment in applying engineering and project management theories and practices to ensure effective solutions to operational requirements with regulatory limits.
- Directs efforts for new projects that require environmental permits and resolves problems with unique and innovative solutions.



- Ensure employees, contractors, visitors, and other personnel, at the facility, adhere to safety policies and procedures using company disciplinary methods.
- Participates as a member of internal audit teams to develop improved procedures for environmental, health and safety monitoring and compliance.
- Retain all EHS&S documentation compliant to internal and regulatory standards.
- Manage feedback from employees on safety related items, per the employee participation and employee health and safety plans.
- Travel up to 6 X's/year.
- Develop and implement SOP's for day to day operations and testing procedures
 - SOP's will include Job Hazard Analysis for each task
 - SOP's will be in ETCS Format and submitted to document control program
- Create multimedia safety training courses to educate and verify understanding of operators for required regulations, systems, processes, policies, hazards, and procedures.
 - Training courses will be filed in the training material control system
- Working collaboratively with design engineers, operation engineers, safety, production, and I&E
 - Attend design meetings to understand process requirements and offer suggestions based on field performance of similar equipment or processes
 - Approve work instructions and coordinate with operators to ensure turnarounds and temporary changes pose as little risk to safety and processes as possible
- Ensure safe working conditions and comply with current legislation
 - Enforce SOP's, safety policies, and GMP's while in the field

After Year 1

- Detailed knowledge of OSHA, EPA, CFATS, NFPA and other applicable environmental, health, and safety regulations and standards.
- Auditing, analyzing and reporting environmental performance to internal and external clients and regulatory bodies.
- Provide leadership and direction in the administration and maintenance of EHS&S compliance and continuous improvement program elements.
- Hosting DHS inspections.
- Designing and documenting security training for all employees.
- Maintaining required records.
- Planning and documenting security drills.
- Ensuring that security equipment is properly maintained, calibrated, and tested.
- Understanding and maintaining a list of local emergency responders, local law enforcement, and local DHS Protective Security Advisors.
- Responding to, recording, and reporting all security incidents.
- Ensuring material accountability and control for facilities where theft and diversion of COI or other dangerous chemicals are a concern.
- Ensuring notification of plant personnel regarding changes in security procedures or DHS threat level.
- Other activities associated with the management of facility security per 6 CFR Part 27; and
- Understanding current security threats and patterns related to the facility.
- Other duties as assigned.

Training Resources:

- 30-hour OSHA General Industry Certification
- Hazardous Waste Generator
- EHS&S programs, policies, procedures, etc.
- EPA Method 9 Certification & Opacity Training

Education and/or Work Experience Requirements:

- Degree in one of the following subjects is preferable: Bioscience, Earth Sciences, Engineering, Environmental Health, Environmental Sciences or Management, Occupational / Industrial Safety, Industrial Hygiene, or other EHS&S related field; other four-year degrees will be considered.
- Certification in an EHS&S related discipline and/or further education is a plus.
- Strong project management experience is a plus
- Minimum of 5 years of experience in a manufacturing environment related to EHS&S program management.

Skills:

- Strong problem solving and decision-making skills with the ability to develop multiple solutions to an issue and make valid recommendations for resolution
- Strong negotiation and organization skills



- Ability to stimulate and manage change
- Demonstrate strong leadership and influence
- Demonstrate a high level of computer literacy
- Show commercial awareness and an understanding of business
- Be self-motivated and be able to motivate staff at all levels
- Manage projects as well as produce and deliver presentations
- Establish effective networks within the company and with external organizations.
- Strong analytical skills to evaluate performance metrics and outcomes
- Ability to manage and train staff including: organizing, prioritizing, scheduling daily work and projects and promoting professional development
- Able to understand and execute processes including: recognizing customer needs, communicating process changes, measuring and assessing success and identifying areas of improvement
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to develop and implement environmental and safety policies, programs, and training
- Experience with Word, Excel, PowerPoint, and computer applications
- Knowledge of manufacturing practices and processes
- Ability to adjust work hours as needed
- Demonstrated ability to move between tasks and projects on short notice and to quickly change priorities based on company needs, while still meeting project deadlines (Flexibility is key in this role as priorities change quickly)
- Able to work well in a team environment or independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customer

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen clearly on telephone
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Able to climb ladders and stairs and the ability to lift moderately heavy items such as test equipment or materials

Print Employee Name:

Employee signature:

Date:

Manager Signature:

Date:

Human Resources Signature:

Date: