

## Environmental Health and Safety Manager

### Position Description



**Reports to:** Operations Manager

**Division/Department:** Administration

**Supervises:** None

**Status:** Full Time, Non-Exempt

#### OVERVIEW

The Environmental Health and Safety Manager will implement policies to ensure a safe and healthy work environment.

#### JOB DESCRIPTION

##### Responsibilities

- Inspects the facility and job sites to identify safety, health, and environmental risks.
- Sends employees to Concentra and monitors compliance with DOT, Respirators, and vaccinations.
- Oversees driver safety program and reviews driver safety reporting and incidents.
- Develops and implements inspection policies and procedures, and a schedule of routine inspections.
- Develops health and safety procedures for all areas of the company.
- Responsible for updating OSHA logs and posting per OSHA requirements.
- Prepares and schedules training (i.e. toolbox talks) for all departments to cover emergency procedures, workplace safety, and other relevant topics.
- Responsible for investigating worker's compensation claims with all involved parties.
- Monitors compliance with safety procedures.
- Drafts inspection reports to document inspection findings.
- Ensures that material safety data sheets are maintained and readily accessible when needed.
- Creates safety and accidental prevention programs for all C&C locations.
- Collaborates with Human Resources to develop drug and alcohol policy and training programs for all locations.
- Creates safety program to reduce workplace injuries.
- Performs other related duties as assigned.

##### Knowledge of:

- Extensive knowledge of environmental regulations and policies.
- Excellent analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Proficient in technology and equipment used in environmental inspections.
- Proficient in Microsoft Office Suite or similar software.

##### Experience/Education:

- Bachelor's degree in Environmental Safety, Occupational Safety and Health, or related field required; Master's degree desirable.
- Five years of related experience preferred.
- OSH30 preferred.

License and Special Requirements:

- Possession of, or ability to obtain an appropriate, valid state driver’s license and satisfactory driving record.
- Computer literate with knowledge and experience with the Internet, MS Outlook, Word, Excel, PowerPoint.

Must possess:

- Mobility to work in a standard office setting and use standard office equipment.
- Ability to operate a motor vehicle and to visit various partner, client or meeting sites.
- Accurate vision to read printed materials and a computer screen.
- Ability to communicate in person and over the telephone.
- Finger dexterity to operate a computer keyboard, writing implements, office equipment and calculator.
- Ability to occasionally bend, kneel, stoop, walk, push, and pull drawers open and closed to retrieve and file information.
- Physically able to conduct inspections and carry equipment used for inspections.
- Ability to lift 25 lbs. necessary to perform job functions.

**WORKING CONDITIONS**

Employees may often work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public private representatives in interpreting and enforcing departmental policies and procedures.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

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EH and Safety Manager    Date

\_\_\_\_\_  
President    Date