# FIRE & SMOKE & WATER COMPLETE SERVICES

## **Environmental Division Manager**

Position Description

**Reports to:** Chief Operating Officer

**Division/Department:** Environmental/Production

Supervises: Project Managers, Crew Chiefs, Technicians

**Status:** Full Time, Exempt

#### **OVERVIEW**

This position is responsible for implementing policies to ensure a safe and healthy work environment. Manage a wide range of duties and ensure we are operating within all government agencies guidelines. Inspire their team safely and effectively while serving the needs of our customers.

### RESPONSIBILITIES

## **Responsibilities:**

- Inspect new jobs, create, or oversee all proposals for all Environmental work
- Train/Manage field technicians working within the Environmental Team
- Inspects the job sites to identify safety, health, and environmental risks
- Develops and implements inspection policies and procedures for all hazardous concerns
- Develops health and safety procedures for all areas of the company
- Maintain medical records for Environmental Team
- Respirator fit program, including logs
- 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, relevant to all hazmat
- 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

## **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,
- Five years of related experience preferred
- OSH30 preferred
- Asbestos Training/Field Experience

### **License and Special Requirements:**

• Possession of, or ability to obtain an appropriate, valid state driver's license and satisfactory driving record

• Ability to obtain and maintain an Asbestos Supervisor License, and Asbestos Inspector License

## **KPIs:**

- Invoice Revenue Sold, Started, Invoiced, Collected, and Closed
- Gross Margin %
- Consistency and accuracy of all OSHA required logs

#### **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 75 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.

Environmental Division Manager	Date	President	Date
any time with or without notice.			
responsibilities that are required of the employ	ee for this job. Du	ties, responsibilities and activ	ities may change at
Please note this job description is not designed	l to cover or contai	n a comprehensive listing of a	activities, duties or