



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

