



EHS Coordinator

Reports To: EHS Manager
FLSA Status: Non-Exempt
Department: EHS

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

SUMMARY

Under the direction of the EHS Manager, the primary responsibilities of the EHS Coordinator are to foster a safe workplace environment by advancing environmental, health and safety performance improvement in support of regulatory requirements and GLE policies. This position assists in the development and implementation of environmental, health and safety management systems to integrate EHS into plant operations. Employment for this position is conditioned upon successfully passing certain pre-employment requirements.

ESSENTIAL JOB FUNCTIONS

The EHS Lead will support the ongoing development and maintenance of training a safety and environmental programs to include, but not limited to the following:

Safety

- Promote safety awareness with all employees
- Schedules and documents OSHA compliance training
- Perform job safety analyses
- Ensures safety guidelines, procedures, and policies are followed.
- Conducts facility safety inspections
- Conducts onsite drills (Fire, Weather, Spill containment)
- Completes accident/incident investigations and develop a prevention plan for each instance
- Provide initial new-hire safety training and follow-up interaction for new employees
- Assist in the review and updating of safety materials
- Ensures sufficient safety supplies are provided to all employees
- Enforce safety guidelines through effective disciplinary action as per each individual case
- Report safety issues to the EHS manager
- The EHS Coordinator retains the ability to halt any and all company functions proving unsafe
- Schedules and documents required environmental training
- Ensuring and monitoring regulatory issues to ensure compliance with permit requirements. (i.e., DNR, EPA)
- Maintain and file documentation needed for reporting to controlling agencies
- Able to interpret and decipher environmental permit requirements.
- Performs opacity testing using EPA Method 9
- Conducts Volatile Organic Carbon testing using EPA Method 21
- Ensures that all samples are scheduled, collected and preserved as required in the NPDES permit
- Submits monthly reports as per the NPDES permit
- Performs analysis on effluent water using EPA approved methods

- Performs monthly and semiannual Storm water inspections as required by the State
- Report environmental issues to the EHS manager

Regulatory

- Responsible for the annual Department of Transportation driver file updates
- Schedules and documents required Federal Railroad HazMat training
- Conducts the annual DOT Security review
- Provides the EHS Manager with the monthly information needed to complete submittals to regulatory agencies
- Reviews, edits and revises the FDA Hazard Analysis and Risk Based Preventative Control Plan.
- Submits the annual DOT Hazmat registration
- Ensures the RMP (Risk Management Plan) is updated and filed with EPA General
- Able to effectively communicate both safety and environmental training topics
- Maintain a team environment with all other plant departments
- Focus on continuous improvement in all aspects of the job
- Actively promote GLE's vision, mission, and values with employees, outside vendors, and customers
- Be depended on to report to work at the scheduled time and is seldom absent from work
- Be depended upon to complete work in a timely, accurate and thorough manner
- Maintain high level of customer service
- Other duties as assigned

EDUCATION/EXPERIENCE/COMPETENCIES

- Must have High School Diploma or equivalent
- A Bachelor's Degree in a safety related program or equivalent preferred
- 2+ years' experience in professional safety/loss control preferred
- Knowledge of OSHA, DOT, EPA and applicable regulatory agencies
- Ability to train all levels of the organization
- Must be a self-starter, highly organized; able to work well within all levels in the organization
- Excellent verbal and written skills; has good public relations skills
- Proficient on Microsoft Office Products
- Must be able to communicate clearly in English

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Must be able to conduct confined space entry, climb ladders and steps and lift a minimum of 50 lbs.
- Must be able to adapt to outside work environments which could include cold, heat, wind, rain, snow and slippery surfaces
- Individual may be exposed to high noise levels
- Data entry while seated for greater than one (1) hour
- Occasionally bending, twisting, and turning while lifting weights of less than fifty (50) pounds
- Walking of two (2) or more miles per day
- Standing for extended periods of time
- Elevated work required

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