JOB DESCRIPTION

JOB TITLE: Environmental, Health & Safety (EHS) Specialist
DEPARTMENT: Human Resources Department
REPORTS TO: Human Resources Manager
FLSA CLASSIFICATION: Exempt (SAP XX / Adelanto XX)
REVISION DATE: May 4, 2010

JOB SUMMARY
The primary focus for this position is to ensure that Adelanto Northwest Pipe Company facility complies with all applicable environmental, health and safety regulations.

RESPONSIBILITIES / DUTIES
- Manage the maintenance and implementation of safety programs, compliance plans, and initiatives.
- Participate in the investigation of incidents, near misses and property damage incidents. Ensure follow-up is done to minimize future exposure and proper records/documents are maintained.
- Conduct, coordinate and track various training to support company programs.
- Conduct routine safety observations to ensure compliance with regulatory agencies, company environmental, health, and safety policies, procedures and practices.
- Maintain internal and regulatory reporting including data collection and reporting including but not limited to air, storm water and surface water discharge.
- Ensure the company meets all its legislative compliance obligations with OSHA, CAL/OSHA, EPA, AQMD, ADA, and fire codes.
- Serve as primary contact for all regulatory agencies for inspections, permitting, reporting (air, water, waste).
- Maintain compliance with permits, government regulations and other industry practices.
- Keep abreast of any safety and environmental law or regulation changes that impact the organization.

SECONDARY RESPONSIBILITIES / DUTIES
- Ability to take necessary steps to ensure a safe work environment for all employees.
- Participate in manufacturing meetings to discuss workplace safety and regulatory concerns and opportunities.
- Actively role model all company environmental, health and safety standards.
- Establish and maintain effective relationships with Operations, Managers, Supervisors and employees.
- Keep the Operations Manager and Human Resources Manager up to date on matters relating to, environmental, health and safety.
- Assist in the oversight of the Worker’s Compensation program.
- Special projects as required.

CRITICAL COMPETENCIES
- Safety Orientation
- Active and Formal Communication
- Functional/Technical Knowledge
- Organizing and Planning
- Problem Solving and Decision Making
- Relationship Building
- Imitative
- Influence

QUALIFICATIONS / OTHER REQUIREMENTS
- 1 – 5 years experience in manufacturing environment with responsibility for Environmental, Health and Safety
- Proficient PC skills including Microsoft Office applications
- Ability to be on call or work off hours as needed
- Demonstrated ability to work independently with attention to detail and organizational abilities
- Superior analytical/problem solving, written and verbal communications
- Experience working with local regulatory agencies preferred.
- Familiar with various emission control devices to ensure compliance.
- Bilingual (Spanish/English) preferred
EDUCATION / CERTIFICATION
- BS in Occupational Health and Safety or related field (preferred)

PHYSICAL DEMANDS / WORK ENVIRONMENT
The environmental conditions for this job range from climate controlled indoor activity to inclement outdoor extremes of cold, heat, wind and various forms of precipitation. The widest variance of noise is also encountered.

This job requires the ability to be on your feet walking around the facility, indoors and out, at least 20% of the day. Additional requirement include climbing ladders/stairs and lifting as required to perform necessary job tasks.