

<b>Corporate</b>	<b>Master Job Description</b>		
	<b>Revision:</b>		

<b>Department</b>	Facilities & Engineering		
<b>Job Title</b>	EHS Associate	<b>FLSA Status</b>	Exempt
<b>Role</b>	N/A		
<b>Sub Role (If any)</b>	N/A		
<b>Reports To</b>	<i>Environmental Health &amp; Safety Manager</i>		

### 1. Role Purpose:

*(Provide a brief summary of the primary purpose of this role)*

In this role, you will assist in the growth of the HSE services, which include, but are not limited to: program development, management systems development and support, lead risk assessments (e.g., process safety, machine safety, and ergonomic, occupational health), compliance and risk-based auditing, air and noise exposure sampling, and day-to-day on-site support.

### 2. Key Duties & Responsibilities:

*(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)*

- Provide technical assistance on safety-related compliance projects, safety management system development and implementation, safety oversight, industrial hygiene monitoring, and safety auditing.
- Develop safety procedures, plans, permits, and reports.
- Assess regulatory compliance across various safety programs.
- Perform compliance audits and implement follow-up corrective actions to ensure compliance with federal, state, and local regulations.
- Design and implement safety management systems and programs for clients.
- Conduct training, field coaching, and assessment for safety performance improvement projects.
- Manage multiple projects within scope/budget/schedule expectations and ensure quality standards on project deliverables.
- Responsible for planning and implementing safety, environmental, and related compliance programs and/or projects
- Ensures compliance with federal, state and municipal regulations and corporate policy and guidelines
- May analyze test data and develop or prepare charts, matrices and test specifications
- Undertakes most difficult projects, assessments and solutions
- Provides structure to support safety programs across several lab, office and distribution locations to ensure on-going compliance through reviews, corrective action, and continuous improvement. Safety programs include but not limited to: Fall Protection, Hazard Communication, Powered Industrial Trucks, Electrical Safety, Lockout/Tagout, Hot Work, Radiation Safety, Biological Safety, Chemical Handling & Hygiene
- Facilitates risk identification and analysis exercises focusing on manufacturing, laboratory and maintenance activities (Job Hazard and PPE assessments).
- Assist with environmental permits and reports, ensuring sites meet all outlined requirements and renewal requirements.
- Reviews and signs waste manifests,
- Outlines training requirement to staff.

<b>Corporate</b>	<b>Master Job Description</b>
	<b>Revision:</b>

- Ensures regulatory compliance and site conformance to procedures and policies.
- Provides guidance, as needed, on proper segregation, collection, and disposal of waste.
- Other responsibilities as assigned may include:
  - Environmental and sustainability program management
  - Assesses workplace hazards.
  - Development of technical documents including EHS procedures, programs, and training.
  - Assists the development and execution of emergency response plans and drills.
- This position will interact primarily throughout all levels of the organization with a focus on providing support and ensuring ongoing compliance and sustainment of EHS programs and processes.
- Position will influence staff and managers and is expected to negotiate with them.
- This position may interact with regulatory bodies during compliance inspections.

**3. Typical Supervisory Responsibility:**

*(Identify any responsibilities the role has for supervising others)*

N/A

**4. Education & Experience:**

*(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be taken into account.)*

Education Requirement	Specialization (If any)
<i>Bachelor's Degree preferred</i>	Safety, occupational health, engineering, or related degree.
N/A	N/A

**Experience Requirement**

*(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from the experience.)*

N/A	
Number of Years (Minimum to Maximum)	2-3 years

**5. Technical competencies/ Certifications/ Licenses:**

*(Briefly describe the required competencies such as, skill, ability, knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)*

<b>Technical competencies</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of OSHA General Industry and/or Construction standards.</li> <li>• Demonstrated ability to provide detailed regulatory interpretation of federal and state OSHA regulation.</li> <li>• Excellent communication, interpersonal, MS Office computer, and analytical skills; experienced in writing comprehensive technical reports.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Must have the ability to write procedures, policies, reports, and correspondence.</li> <li>• Must be comfortable with delivering presentations to audiences of 5 to 20 5-200 people (ex. training, presentation of data or results)</li> <li>• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures and policies.</li> <li>• Must have excellent interpersonal skills and be able to interact and form strong working relationships with individuals from all disciplines.</li> <li>• Ability to solve practical problems.</li> <li>• Ability to interpret written and oral instructions.</li> <li>• Proficient in the use of Excel, Word, PowerPoint, and Microsoft Outlook.</li> <li>• Detail oriented.</li> <li>• Ability to multitask.</li> </ul>
<b>Certifications</b>	Certification in field; ASP/CSP, CIH, CHMM, EIT/PE, or similar registration highly desirable.
<b>Licenses</b>	N/A
<b>Other</b>	N/A

**6. Physical demand and Work environment:**

*(Provide details regarding the physical demands and work environment that are essential to the role)*

**a. Physical demands:**

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**b. Work environment:**

N/A