



POSITION DESCRIPTION

POSITION TITLE: EH&S Manager

CLASSIFICATION: Exempt

POSITION REPORTS TO: General Manager

POSITION PURPOSE:

The Ringneck Energy EH&S Manager is responsible for implementing and maintaining systems to meet environmental, health and safety regulations, and performance for the facility.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Implement facility's Emergency Action Plan (EAP), Integrated Contingency Plan (ICP), Spill Prevention, Control and Countermeasures (SPCC), Risk Management Plan (RMP), and Storm Water Pollution Prevention Plan (SWPPP).
2. Assist the facility's commitments under the site Air, Appropriations, NPDES, and Waste permits. Complete multi-media responsibility for task driven commitments.
3. Establish and maintain relationship with Local Emergency Planning Committee (LEPC) and response organizations to facilitate their participation with facilities response planning.
4. Responsible for building and ensuring implementation and compliance of a strong Process Safety Management (PSM) program. Support compliance with Risk Management Planning (RPM) and reporting to the Environmental Protection Agency (EPA).
5. Provide comprehensive and effective EHS training. Design and implement new training programs to address gaps. Ensure implementation of Safe Work Practices (SWP) and create written health and safety procedures and programs to meet OSHA, PSM, FRA, and other applicable regulatory standards.
6. Investigate incidents for facility using investigative methodologies, and drive preventive action items to completion using tracking methods.
7. Implement tasks defined on Environmental Health and Safety routine duties calendar, ensuring 100% compliance, including incident reports and follow up actions to prevent recurrence.
8. Assist with and support proper management of SDS documents and PPE hazard assessments, per OSHA regulations.
9. Conduct internal audits on the facility and support external audits to ensure continual improvement of processes and programs.
10. Ensure day to day environmental and safety compliance requirements and support facility with safety compliance during shutdown activities.
11. Communicate any compliance issues to the General Manager and Plant Manager and assist in developing correction action plans.
12. Track leading and lagging indicators for health and safety performance.
13. Assist with new hire onboarding and drug screen testing, support the industrial hygiene programs, and prepare reports.



QUALIFICATIONS:

EDUCATION/CERTIFICATION: Bachelor degree in Engineering, Safety/Environmental Sciences or related technical field required.
5 years' experience of Environment, Health and Safety preferred.
Required Certifications include: OSHA (30 hour).
Recommended Certifications include: Occupational Health and Safety Technologist (OHST), or Associate Safety Professional (ASP), or Certified Safety Professional (CSP) obtained by the Board of Certified Safety Professionals (BCSP).

REQUIRED KNOWLEDGE & EXPERIENCE:

Previous experience in a fuel ethanol production facility preferred.
Industrial process operations, or equivalent combination of education and experience in processing required.
Strong knowledge of Microsoft Office.
Knowledge of general office equipment required.

SKILLS/ABILITIES:

Excellent written and verbal communication skills.
Strong creative and organizational skills.
Ability to interact professionally and effectively with internal and external customers.
Ability to maintain good relationships with internal and external customers.
Strong analytical abilities, problem solving skills, negotiation skills, dispute resolution and ability to overcome obstacles.
Manage multiple priorities with efficiency and accuracy.
Ability to anticipate needs and accomplish necessary tasks.
Strong motivational ability.
Act with honesty and integrity.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Time will be spent in a temperature-controlled office-based environment at the plant office. Ability to sit for long periods of time. Able to view computer screen for lengths at a time. Significant time will be spent in the plant. All types of chemical and grain industry equipment are used in the plant to include, but not limited to fermentation vessels, pumps, agitators, mixing and milling equipment, distillation columns, centrifuges, and distributive control systems. May be exposed to loud noises, wet and humid conditions, fumes or airborne particles, toxic chemicals, extreme hot and cold depending on weather conditions. May be required to work in high, precarious places. Must be able to speak and listen clearly. Fine visual acuity to read for accuracy. Travel required or as needed. For more detail, please review the ADA questionnaire on file in Human Resources.

PHYSICAL STRENGTH: This job may require lifting up to 50 pounds occasionally.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by manager as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.