

Selas Fluid Processing Corporation Job Specification

Job Title:	Environmental, Health and Safety Coordinator
Reports to:	QHSE Manager
Last Updated:	May 2010
Travel:	20%-30%

Position Summary

Responsible for the coordination and execution of activities involved in the development and maintenance of the Environmental, Health and Safety Systems. Responsible for evaluating, interpreting, and implementing local, state, and governmental regulations as they pertain to Health, Safety, and the Environment, with emphasis on Environmental requirements.

Key Areas of Responsibility

- Develop Environmental Permit Applications (e.g. SWMP, Air Permits, etc.).
- Implement permit provisions through establishing or revising management plans and performing engineering studies as required; Environmental personnel development and consultation.
 - Provide Environmental interpretations in regards to Environmental regulations for the entire Selas Fluid Processing Corporation.
 - Evaluate, develop, and mentor personnel in the environmental area.
 - Provide Environmental expertise to all Selas Fluid Processing Corporation sites, including Environmental program development and implementation.
- Assist in the certification process for ISO 14001 (Environmental Management System) and program development.
- Communicate environmental concerns and liabilities to management.
- Develop, maintain, and report the Environmental Action Plans (EAPs).
- Operational program and procedure development associated with wastewater treatment, water supply, waste management, air emissions, hazardous waste, non-hazardous waste and storm water environmental regulatory compliance.
 - Environmental program auditing and evaluation.
 - Environmental regulation (Federal and State) review and interpretation.
 - Interface with regulatory agencies on environmental compliance issues.
 - Prepare monthly reports to state.
- Perform Environmental due diligence of physical properties (for acquisitions and divestitures)
- Performs other responsibilities associated with this position as may be appropriate.
- Interface with subcontractors, customer and your internal customers on a daily basis to ensure that the project safety requirements & specifications are met

Required Skills
• Precise oral and written communications skills
• Ability to gather, analyze and draw well-reasoned conclusions
• Knowledge of Product specifications
• Adept at using a laptop PC
• Accuracy / Attention to Detail

Education/Experience
• BS degree in Environmental Engineering or relevant field required. Experience in permitting and regulatory requirement implementation a must.
• Minimum of three years Environmental experience in a manufacturing and/or process facility required.