



## EHS Site Manager

Reports to: EHS Manager  
FLSA Status: Exempt  
Department: Environment, Health & Safety (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

Responsibilities include site management and leadership support in the development and implementation of Environmental, Health, and Safety policies, procedures for GLE and to ensure compliance with all applicable federal and state safety and environmental regulations. Employment for this position is conditioned upon successfully passing certain pre-employment requirements.

### ESSENTIAL JOB FUNCTIONS

- Manages local oversight of all environmental and safety programs including compliance, reporting and testing required by OSHA, EPA, Homeland Security and all other applicable regulatory agencies including local, state and federal entities.
- Active in the development and training of EHS programs using company policies and procedures.
- Provides and promotes a state of safety awareness at all levels of the company.
- The EHS Site Manager retains the ability to halt any and all company functions proving unsafe.
- Enforce safety policies and procedures through effective disciplinary action as per each individual case.
- Provide initial new-hire safety training for new employees.
- Effectively identify and provide guidance on safety and compliance issues to Management.
- Document, train, and provide feedback to third party vendors performing work at the facility.
- Perform near miss and safety accident analysis, providing detailed incident reporting including corrective measures.
- Assist in the Workman's Compensation process in collaboration with the Human Resources Department.
- Provides leadership and direction of on-site Safety and Environmental Teams.
- Able to interpret and decipher environmental permit requirements.
- Provide training and implement specific environmental compliance programs using company policies and procedures.
- Assists in the preparation of permit applications, preparation of regulatory reports, provide monthly EH&S reporting, and provides support needed for EHS compliance.
- Ensures that all samples are scheduled, collected and preserved as required in the NPDES permit requirements.
- Assists in the development of processes and procedures to support ongoing changes to EHS programs as needed based on Federal and/or State regulatory changes and/or corporate policy changes
- Aids in scheduling outside emergency team training and ongoing informational sessions for first responders.
- Actively promote GLE's vision, mission, and values with team members, 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

- Bachelor's degree or other EHS-focused degree is preferred
- Effective oral and written communication skills and excellent interpersonal skills
- 2 years in managerial capacity required.
- Working knowledge of OSHA, EPA, and DOT regulations.
- Broad competencies in Federal Clean Water Act, NPDES requirements, OSHA Standards, Safe Drinking Water Act, Clean Air Act, and state regulations that affect project operations such as, waste water regulations, and other state regulations.
- Must be able to communicate clearly in English.

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Must be able to adapt to outside work environments which could include cold, heat, wind, rain, snow and slippery surfaces.
- This position operates an estimated 60% in an office environment and 40% in the facility.
- In the plant environment, the EHS Site Manager will be required to adhere to all safety requirements and may be exposed to noise, heat, and other elements both inside and outside
- This position is self-directed and requires understanding of company policies, procedures, and values
- Occasionally lifting weights of forty (40) pounds or less.
- Data entry while seated for greater than one (1) hour.

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