



Environmental, Health and Safety Specialist Job Description

Summary:

The Environmental, Health and Safety Specialist will be responsible for directing and implementing NRM's and NRM's clients environmental, health and safety programs to ensure a positive, safe, healthy, and incident-free work environment and is responsible for the compliance with all environmental and safety regulatory agencies. Areas of specialty for monitoring and reporting include various disciplines associated with the mining, asphalt production, cement and lime productions and concrete batch plant industries. This position would also respond to emergency situations when they arise.

Duties and Responsibilities include the following; however, other duties may be assigned.

- Plans and implements procedures, programs, files regulatory reports, and permit renewals in compliance with the local, state, and federal agencies.
- Assists with the record keeping, and manuals for these programs (including but not limited to): OSHA, MSHA, DOT, Ohio EPA, Michigan DEQ, local zoning authorities, and local Emergency Planning Coordinators.
- Works with promotion of safety and environmental compliance.
- Assists with annual department goals according to key metrics (ex-lost time accidents) that are measured throughout the organization.
- Participates in NRM and client goal setting and budget process, in areas of safety and environmental compliance.
- Communicates closely with NRM and client management team and consultants to ensure EHS goals are reached.
- Plans, implements, and oversees the company safety and environmental permit programs; coordinates and assists with Key safety committees.
- Provide leadership in developing, implementing and managing EH&S policies, programs and practices.
- Plans and implements programs to train supervisors and employees to meet standards and also to enhance the company safety and environmental compliance.
- Assists with employee safety and driving records and training; special environmental projects and worker's compensation program.
- Inspects organization facilities (safety and environmental audits) to detect existing or potential incident and health hazards, determines corrective or preventative measures where indicated, and follows up to ensure measures have been implemented and any air, storm water or other applicable environmental permits remain in compliance.

- Assists with the drug and alcohol testing program
- Assists with the company's contractor safety program.
- Assists with emergency response to environmental, structural, and employee incidents.
- Assists with the investigation of all incidents and injuries from initial report to closure.
- Works with client HR & Risk Manager to complete necessary information on insurance renewal.

Education and/or experience:

Bachelor's degree from four-year college or university; or 4 years or more related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

Valid Driver's License and vehicle insurance. Voluntary training in providing First Aid and CPR.