

ENVIRONMENTAL HEALTH SAFETY (EHS) COORDINATOR Job Description

Job Title: Environmental Health Safety (EHS) Coordinator

Department: Environmental Health Safety (EHS)

Reports To: Environmental Health Safety (EHS) Manager

FLSA Status: Exempt

Effective Date: October 31, 2017

Position Overview:

EnerDel designs, builds and manufactures lithium-ion energy storage solutions and battery systems with a focus on heavy duty transportation, on- and off-grid electrical, mass transit and task-oriented applications. The Environmental Health Safety (EHS) Coordinator is responsible for assisting the EHS Manager with tasks related to safety and environmental hazards in the workplace as well as administrative needs for recordkeeping, audits, permits, and worker's comp for EHS.

Essential Job Functions

- Assist with review of accidents and incidents which occur along with assisting with reporting the corrective actions
- Contribute and implement to the EHS Training Plans
- Coordinate and present training programs in general safety and facility training and/or specialty area
- Coordinate with EHS Manager on facility deficiencies and monthly safety inspections
- Ensure inspections by regulatory agencies are coordinated and deficiencies minimized and corrected
- Maintain all logs and documentation associated with permits and regulatory requirements
- Maintain and update as needed SOP's for all safe work practices and equipment and utilize them in the day-to-day training
- Maintain filing systems regarding worker training and safety
- Monitor industry regulatory issues
- Participate in institutional professional development and training
- Participate in the development of safety guidelines and related environmental health and safety communications and educational information
- Practice safe working techniques and re-enforce the safety policies, guidelines, and procedures as set out by the Company
- Provide advice, assist, and management to ensure that effective EHS is implemented and working
- Provide daily guidance and direction in EHS programs at the employee / supervisor level to ensure a common and effective approach
- Responsible for coordinating regulatory programs and its applications and help support the compliance process; supporting and providing relief for the EHS department
- Serve as chair on safety committees/councils
- Support facility growth and expansion
 - Air permitting
 - Recycling/Waste minimization activities
 - Regulatory Issues
 - Safety equipment
- Support ISO14001 certification activities
- Perform other related duties as assigned

Required Knowledge, Skills, & Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and ability required.

- Preferred:
 - Bachelor's degree in Environmental Engineering, Safety, or related field
 - 2 or more years' experience in a manufacturing environment leading environmental and safety compliance
 - Experience with high voltage energy storage systems extremely helpful
 - Excellent verbal and written communication skills
 - Safety Certification/s (CSP, ASP, SMS, OHST, CHST, STS, STSC, CET) a plus
 - Ability to manage multiple projects and prioritize workload
 - Working knowledge and experience with ISO 14001 certification
 - Working knowledge of federal and state regulations including but not limited to IMDS, OSHA, EPA and DOT regulations

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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Supervisory Responsibilities: None.

Physical Requirements/Hazardous Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential work functions.

Physical Demands

- Standing
- Walking
- Sitting
- Lifting
- Carrying
- Pushing/Pulling
- Climbing
- Balancing
- Stooping
- Kneeling
- Reaching
- Handling
- Feeling
- Talking
- Eye/Hand/Foot Coordination
- Vibration
- Typing/Keyboarding

Vision/Sight/Hearing

- Vision-Far Acuity
- Vision-Near Acuity
- Vision-Depth Perception
- Vision-Peripheral
- Color Vision
- Listening/Hearing

Environmental Conditions

- Temperature Changes
- Infectious Disease
- Humid
- Noise

Physical Strength

- Sedentary Work
- Light Work
- Medium Work
- Heavy Work
- Lifting up to 10 lbs.
- Lifting up to 25 lbs.
- Lifting up to 50 lbs.
- Lifting over 50 lbs.

- Hazards
- Wet
- Hazardous Chemicals
- Blood/Body Fluids

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