

Environmental Specialist

Reports To: Safety Manager
Department: Operations
FLSA Status: Exempt



JOB SUMMARY:

Monitor the Company's environment, environmental protection plan, environmental inspections, preventing environmental incidents, investigating, analyzing and handling environmental incidents; comprehensively accomplish pollution prevention and company's waste management; collecting and analyzing environmental related dates and transmitting environmental information to TCEQ and other related organizations.

RESPONSIBILITIES/ACCOUNTABILITY:

- Design, develop and execute environmental management system.
- Comprehensively managing running of company's environment protection equipment and inspections of operations;
- Become certified "visual opacity reader" for those duties and comply with readings and company guidance;
- Preventing environmental emergency incidents, investigating, analyzing and handling environment emergency incidents, investigating reports of incidents;
- Comprehensively managing environment pollution prevention and monitoring emission and release rates;
- Monitor waste storage and ensure waste streams are managed in compliance with local, state & federal regulations.
- Attend various meetings to relay information to and from management and other departments;
- Maintaining records of inspections, general environmental files and other required documentation per permit and/or regulations;
- Conduct chemical inventories, audits & inspections to support the overall facility compliance process.
- Assist all production departments and maintenance by pro-active involvement in their work, developing positive attitude on requirements of permits/law and good environmental stewardship;
- In charge of radioactive sources related licenses application;
- Training employee in environment protection;
- Assist with Safety investigations; coordinate activities with Safety Department, including some shared duties, as necessary.
- Make use of resources TPCO makes available to accomplish assignments: vendors, technical support, etc.

QUALIFICATIONS:

- Bachelor's Degree, environmental major a plus; and/or equivalent combination and/or experience.
- At least 2 years of experience in environment protection job.
- Environmental Health & Safety Management Specialist (EHS), a plus.
- Valid Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to master environment related knowledge;
- Ability to master related environment law and regulations knowledge;
- Knowledge about chemistry, industry production and mechanical skills related knowledge;
- Able to read and articulate guidance from company and regulations/permits without direction. “read and know, then do”;
- Particular environmental regulations & training; a plus, such as storm water, radiation, transportation requirements, hazardous materials storage, etc.
- Experience in industrial environmental oversight program a plus;
- Self-starter – knows what needs to be done, then does it. Doesn’t require “daily work list” or constant oversight;

PHYSICAL REQUIREMENTS:

- Ability to work in heat, cold, dust, noise, vibrations and confined space and hazardous conditions.
- Ability to work in a high temperature environment, working high above the ground and work in outdoor environment.
- Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
- Requires frequent bending, stooping, squatting, kneeling, crawling, climbing a ladder and stairs, and reaching above shoulder level.
- Requires employee to occasionally lift and carry heavy objects weighing 50 - 100 lbs.
- Requires occasional twisting when answering the telephone or typing at the computer.
- Requires retrieving files by pulling out and pushing in potentially heavy filing cabinet drawers and other objects.
- Required use of the five senses (hearing, seeing, touching, smelling, and tasting) to perform various job duties.
- Requires employee to use hands, arms, feet, legs, neck and head while performing Company tasks.

TRAINING EXPECTATIONS:

- Employee must pass following training before get on this post: taking part in training of knowledge that employee should master and training of skillful and professional knowledge that employee should master on the post. Taking part in training of the department and the post safety education including plants regulations. Taking part in integrated training including safety knowledge, management knowledge, management idea, company culture, energy medium knowledge and environment knowledge.
- Employee must take part in integrated training of the post including quality, environment, occupational safety and health standard.
- Employee must take part in regular training including relative knowledge of the post, improving skill, updating management knowledge, updating environment protection law and regulations knowledge, environment system, relative law and regulations. Training time is not less than 40 hours every year.

Applicant should have knowledge and should be skilled in this field through education and work experience.

- Upon hire, employee will receive necessary rules and regulations.
- Every year in this position staff will attend training and continuing education as required for the position.
- Everyone is responsible for safety.