

Position: EHS Consultant



Position Classification: Full Time / Exempt

Position Reports to: CCO

Position Supervises: None

Position Summary

This position encompasses the responsibility of supporting the EHS needs of Ingenium clients. This will include supporting Senior Level EHS Consultants in an administrative role as well as supporting clients directly. This may include physically reporting to client's locations and assisting with the implementation of programs to comply with safety and environmental regulations. This may also involve remotely assisting clients with the preparation of written safety programs, permits, or providing online training. This position requires a professional who is proficient and requires some oversight. Ultimately reports to Chief Compliance Officer.

Responsibilities

Duties include but are not limited to the following on behalf of the clients under the supervision of Senior Level EHS Consultants:

Essential function(s)

- Create and maintain internal documentation systems for storing information from client consultation.
- Contacting clients to introduce them to Ingenium's EHS services.
- Creating blog entries regarding EHS issues that may affect Ingenium clients (in coordination with Ingenium marketing team).
- Maintaining accurate daily, weekly, and monthly metrics to report to onsite management teams and corporate based reporting systems.
- Supporting client's efforts to ensure compliance with all EHS program expectations and applicable federal & state laws.
- Maintain a working knowledge of environmental regulations stemming from EPA (hazardous waste, wastewater, air discharges), and Fire Codes (hazardous materials management and storage). This could include hazardous waste management and transportation; biennial reports; storage permits; wastewater discharge permits.
- Maintain a working knowledge of safety regulations stemming from OSHA. This could include ability to create and maintain written safety programs as well as creating and providing safety training.
- Conducting risk assessments related to jobs performed by client's employees and suggests risk mitigation strategies through the Job Safety Analysis process.
- Recommending appropriate risk mitigation measures to clients, including ergonomics.
- Conducting appropriate inspections and audits, and ensure corrective actions are monitored and documented for clients.

Non-Essential function(s)

- Participating in company committees outside of EHS consulting responsibilities.

Qualifications and Experience

- 4+ years EHS Industry Experience preferred.
- Bachelor's degree and/or certification in an EHS related field.
- Excellent communication skills including written, verbal, listening, and customer service skills with the ability to effectively communicate with and work well with others in order to manage projects, meetings, etc.
- Exceptional organizational skills with a high consideration to detail.
- The ability to work independently as well as in a group environment.
- Must be able to be entrusted with confidential information.
- Familiar working with various office equipment, computers and various programs including Word, Outlook, PowerPoint, Excel, cloud-based systems, networking, and e-mail programs.
- Must have a valid driver's license and 3 years of driving experience in operation of the vehicle class type required for this position.
- Must have a clean DMV driving report.

Core Competencies

The EHS Consultant must possess a high level of the following competencies in order to be successful in this position.

Leadership / Sharing the Safety Vision

The EHS Consultant requires the ability to communicate and share the tone for safety. The EHS Consultant will lead by example and seeks out opportunities and techniques to further this goal. The EHS Consultant uses persuasion to gain the support and cooperation from clients, superiors, colleagues, subordinates, and other parties to achieve a desired course of action.

EHS Scientific and Technical Expertise

The EHS Consultant actively seeks out and improves, health & safety and regulatory knowledge. The EHS Consultant collaborates with clients to analyze and prioritize critical problems accurately. and quickly; and is highly collaborative. The EHS Consultant collaborates with superiors to analyze data, recognize meaningful test results, interpret results, and present the results in an appropriate way to different types of audiences.

Time Management

The EHS Consultant needs to use time to his/her advantage, needs to be able to manage a variety of given tasks, avoid procrastination, prioritize tasks in line with regulatory, client, and Ingenium deadlines and goals. This includes day-to-day tasks, multi-phase projects, investigations, along with internal and external customer requests.

Communication

Effective communication is a critical skill for the EHS Consultant in order to communicate applicable Safety and Health regulatory requirements. A common form of communication comes in the form of training. Ability to deliver effective safety training as determined by the results of post training quizzes. Communication on EHS topics is of the highest caliber; clear and accurate.

Task Oriented

The EHS Consultant is a task driven position. This means the position is dedicated to fulfilling the tasks provided by the Compliance/EHS Department. For example: Timely completion of tasks that align with goals; implements reliable, effective metrics to measure outcomes; models accountability; thinks of innovative ways to spread awareness EHS Policies and best practices.

Education and Certifications

- 4+ years EHS Industry Experience preferred.
- Bachelor's degree and/or certification in an EHS related field.

Physical Demands

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

- Most work is performed in an office environment.
- Travel for this position is required. Approximately 20% travel is typical.
- While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- Position will require frequent travel between the Ingenium client locations.
- In the course of facility visits, employee may be outside around commercial vehicles, powered industrial trucks and hazardous waste.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier, and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus

Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot, or cold temperatures. The noise level in the work environment is moderate.

Work Schedule

Employee will be required to work a minimum of forty (40) hours of per week or as many hours as it may take to perform above job duties. Schedule may vary based on business demands and will require a combination of office hours as well as work performed after hours and/or weekends.

Acknowledgement for Receipt of Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

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Position Supervises:	None

Employee Information

Employees Name:	
Employee Signature:	
Date:	

Supervisor Information

Supervisors Name:	
Supervisors Signature:	
Date:	