

# Position: Regional EHS Manager



Position Classification: Manager - Full Time / Exempt  
Position Reports to: Director of Compliance  
Position Supervises: EHS Professionals

## Position Summary

The Regional EHS Manager is responsible for leading Ingenium's Environmental, Health & Safety Program for the respective operations they oversee. This role will be a coach and resource for local leadership and local EHS and operational personnel focused on driving continuous improvement to the EHS management system, while assuring 100% operational alignment. The EHS Regional Manager will report directly to the Director of Compliance.

## Responsibilities

Duties include but are not limited to the following:

### Essential function(s)

- Support a portfolio of facilities within the region with EHS operational activities.
- Develop, implement, and administer all applicable EHS support programs and policies to deliver on EHS goals.
- Ensure that requirements and procedures are in place at the facilities within the region in compliance with all environmental and safety regulations.
- Manage site based EHS professionals within the region.
- Develop, implement, manage, and/or ensure compliance for Environmental, Safety, and industrial hygiene compliance programs, evaluating and acting upon new environmental & safety regulations.
- In collaboration with the DOC, develop meaningful goals and objectives for site based EHS teams.
- Assists in developing and implementing site policies and programs concerning environmental and safety issues.
- Primary contact for regulatory agencies such as EPA and OSHA for inspections, assist with communication, information gathering, evaluating, and responding to events or conditions that are not consistent with our operations.
- Participate in teams within the organization to represent areas of functional expertise.
- Manage specific programs within the EHS management system to ensure ownership and continuous improvement.
- Provide facility representation during various audits including outside agency inquiries/inspections.
- Assist with EHS audits at the Corporate and Regional levels.
- Assist in the completion of annual EHS reporting requirements, develop regional EHS reports as needed.
- Assist in the validation of the data from the facilities, support incident investigation and reporting.
- Provide a monthly summary to the DOC regarding pertinent EHS key performance indicators across the organization.

- Collaborate with other Regional EHS Managers, EHS professionals and management to provide oversight and quality assurance to the root cause analysis process and to ensure corrective and preventive actions are appropriate and effective.
- Assist facilities with EHS training and develop training programs where applicable.
- Provide information and direction to management on potential threats to the business that may result in legal action against the organization.
- Analyzes the continuing education needs of the organization in the region as it relates to EHS competence and knowledge retention.
- Partner with Field Operations to identify, anticipate, assess hazards, and implement company EH&S policies and management systems, maintain regulatory compliance, and reduce the impact of incidents and losses, including worker's compensation costs.
- Partner with operations to integrate EHS performance and ownership in the branch operations.

#### **Non-Essential function(s)**

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- Support other departments as it relates to EHS Issues.
- Participating in change management teams to represent EHS integration into the business processes.
- Participating in professional organizations on behalf of the company.

## **Qualifications and Experience**

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- 7-10 years of experience in EHS.
- Strong leadership & influencing skills are required to collaborate effectively with location managers and manage EHS teams across the organization.
- Effective communication skills are needed including verbal and written forms of communication.
- The candidate will need excellent planning, organizational, training, teamwork, and presentation skills.
- Refined management and administrative skills are required.
- Microsoft 365 skills are required.
- Must be able to work effectively with people at all levels organization including stakeholders outside the organization.
- Must be able to drive change through the ownership of change management processes.
- Act as a regional point of contact and subject matter expert (SME) regarding EHS supporting multiple sites in the region in all EHS related matters.

## **Education and Certifications**

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- 7+ years EHS Industry Experience preferred.
- Safety or Environmental Certification a plus (CSP, CIH, CHMM).
- Minimum 4-year degree in STEM or 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 to manage projects, meetings.
- Have strong interpersonal skills with the ability to influence people and drive change.
- Exceptional organizational skills with a high consideration to detail.
- Must possess time management skills and can meet deadlines.
- Works well independently and in a group environment.
- Has the ability to deliver internal training effectively.
- Has critical thinking and problem-solving skills but is able to understand the departments overall objectives.

- 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.

## Core Competencies

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### Strong Leadership Skills

The Regional EHS Manager must be perceived as both a leader and a peer by others in organization. This person must have a deep understanding of the regulatory environment, an understanding of the strategic goals of the company, and the ability to influence key stakeholders to achieve the strategic goals within the regulatory environment. When new investments or initiatives are needed to support compliance efforts, the EHS Regional Manager supports the charge in championing these causes.

### Integrity

The EHS Regional Manager must maintain and project a high level of integrity. Regulatory management processes can only be implemented and achieved effectively if the Director of Compliance has strong moral principles and honest qualities.

### Excellent Communication

The Regional EHS Manager works with a wide range of constituents. Therefore, the Regional EHS Manager must be able to speak the language of each group they interact with and earn their trust. Within the Compliance Department, they must encourage 360-feedback between themselves and the EHS Team. The Regional EHS Manager listens to and synthesizes others' ideas; explains even complex issues clearly and succinctly; models actively listening; models openness and transparency in sharing EHS information. To ensure optimal results, consistently and effectively seeks and incorporates others' ideas that support EHS objectives; Effectively adapts written and verbal communication to audience to ensue effective learning.

### Operational/Technical

The Regional EHS Manager examines the effectiveness of established policies, standards, and procedures in assisting all levels of management in their obligation to comply with all applicable regulatory standards. Assists the management of the organization to develop educational plans, materials, and resources to educate employees in the overall objectives of the compliance goals. Maintains a current understanding of regulatory trends and changes in law and advises appropriate management staff of trends affecting their activity. Continually manage and upgrade the compliance process and measure performance.

### Time Management

The regional EHS Manager needs to use time to their advantage, needs to be able to manage a variety of given tasks, avoid procrastination, prioritize tasks in line with regulatory, department, company deadlines and goals. This includes day-to-day tasks, multi-phase projects, investigations, along with internal and external customer requests.

## Physical Demands

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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 a temperature-controlled office environment.

- 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 may require travel between the Ingenium locations or to offsite locations. Travel may equate to 30% of job responsibilities.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier, and other office equipment in 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

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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 relevant at the time. This may include warm, hot or cold temperatures. The noise level in the work environment is moderate. This position may be approved as a remote position.

## Work Schedule

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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

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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.

Position Title:	EHS Regional Manager
Position Classification:	Manager - Full Time / Exempt
Position Reports to:	Director of Compliance
Position Supervises:	EHS Professionals - But has authority to direct and require all employees to adhere to safety and compliance directives issued by this position.

### Employee Information

Employees Name:	
Employee Signature:	
Date:	

### Supervisor Information

Supervisors Name:	
Supervisors Signature:	
Date:	