

Purpose

Assures compliance with all Federal, State, and Local Environmental Regulations, including but not limited to Air Quality, Land and Water Pollution Control, and Hazardous & Solid Waste Management.

Key Responsibilities

- Manages environmental compliance at the facility level
- Compiles and manages records for compliance
- On-site visits to facilities
- Collaborates with plant personnel to verify control measures are being incorporated and routine monitoring is being completed
- Reports compliance status to state and federal agencies
- Inventories and disposal of waste
- Assisting state (DEQ) & federal (EPA) regulators during plant site inspections
- Continuing education and certification required to comply with environmental law and regulations
- Miscellaneous sampling projects and training programs
- Assist with environmental assessments at other facilities
- Assist with permit renewals
- Conducts preliminary project reviews
- Assist with project permitting
- Other duties as assigned
- Models company core values
- See attached list of priorities

Required Qualifications

- B.A. or B.S. in Environmental, Engineering, Math, Science or related field and three (3) plus years' experience
- A basic understanding of all environmental regulations pertinent to position
- Strong attention to detail skills with high level of accuracy and efficiency to maintain strict governmental reporting requirements
- Ability to work well with all levels of management from plant manager to hourly employees
- Certified to read opacity via Method 9
- Certified in Hazmat
- General understanding of how to respond/react to spills, upsets, and deviations
- Ability to successful and timely complete projects and reports
- Ability to manage multiple projects simultaneously and maintain a comprehensive time line for completion of the projects
- Excellent listening, written and verbal communications skills
- Excellent interpersonal skills
- Proficiency in Word and Excel
- Ability to work in and maintain a highly functional team environment

Preferred Qualifications

- None

Location/Department

- Various facilities/Environmental

Reports To

- Environmental Operations Manager

Priorities:

A. Air Permits (Title V):

1. Compiling and managing documentation demonstrating compliance with substantive and record keeping requirements (including compliance with all MACT requirements, i.e. SSM Plan, work practice, calibrations/inspections, etc.)
2. Completing annual emission inventories
3. Working with plant personnel to verify control measures are being incorporated
4. Reporting compliance status with all permit conditions. This includes annual and semi-annual reporting to state and federal agencies. This also includes building and modifying spreadsheets (forms) to meet these regulated requirements
5. Managing compliance testing (source testing of emission units, RCO catalyst) as required by the air permit
6. Assisting with permitting new projects
7. Training & certification required to comply with air pollutant (opacity) limitations

B. Storm Water Pollution Control:

1. Managing continuous compliance with storm water permit requirements
2. Managing implementation and updates of SWPCP
3. Ensuring that routine inspections are properly conducted
4. Managing storm water sampling and control measures with assigned plant personnel
5. Assuring results are in compliance with state/federal permit conditions, if not, coordinating control measures
6. Managing records, tabulating data, and submitting this data to the appropriate DEQ regional office
7. Ensuring adequate employee spill prevention and response training and documentation

C. Drinking Water

1. Managing sampling and analysis for many types of potential contaminants
2. If the analysis is out of compliance, being involved in correcting the problem
3. Managing records, compiling, tabulating and submitting data to the Health Department

D. Waste Water Discharge Monitoring & Requirements

1. Managing permit required sampling and control measures with assigned plant personnel
2. Ensuring that routine inspections and monitoring are properly conducted
3. Assuring results are in compliance, if not, coordinating control measures
4. Managing records, tabulating data, and submitting this data to the appropriate DEQ regional office

E. Spill Prevention, Control, and Countermeasure Plan:

1. Managing implementation and updates of SPCC Plan.
2. Ensuring that routine inspections are properly conducted

3. Ensuring adequate employee spill prevention and response training and documentation.
- F. Hazardous/Solid Waste Management
1. Hazardous waste determinations
 2. Inventories of all hazardous chemicals used and waste streams
 3. Sampling and analysis of materials to identify compliance status
 4. Record keeping and inventories to verify generator status
 5. Managing proper disposal methods
 6. Training & certification required to comply with hazardous materials
- G. Landfill:
1. Managing permit required monitoring, sampling, and reporting for landfills
 2. Assuring landfill operations plan is properly followed
 3. Managing records, tabulating data, and submitting this data to the appropriate DEQ regional office.
- H. PCB's:
1. Managing required routine inspections of PCB equipment
 2. Maintaining PCB related files
- I. Other Environmental Projects
1. Daily, monthly, quarterly, semi-annual and annual record keeping and reporting for environmental compliance
 2. Miscellaneous sampling projects for compliance status
 3. Environmental observations
 - a. Visual observations of company property to ensure appropriate material management
 4. Maintaining environmental files
 5. Coordinate and assist with EMS Program
 - a. Schedule and conduct meetings with EMS team
 - b. Conduct audits of SOP's and note changes or updates
 6. Evaluate new projects
 7. Assist with project permitting
 8. Assist with reviewing new rules, as issued, to determine applicability to the facility
 9. Assist with developing an environmental budget for facility
 10. Participate in peer assessments
 11. Assist with corrective action plan development, implementation, and completion
 12. Assist facility with reconciling Annual Audit findings