

POSITION: Environmental Project Manager/Engineer PLANT: Corporate Offices

REPORTS TO: Manager, Environmental Affairs

FUNCTIONALLY REPORTS DIRECTLY TO: Same

SUPERVISES: No direct reports

BASIC FUNCTION: Implementation and management of corporate environmental programs. Develop and recommend Company-specific environmental management programs and activities following corporate and government regulations and guidelines.

WEIGHT

- 70 Implementation, administration, and enforcement of Company-wide environmental programs.
- 20 Keep abreast of new environmental developments through attending courses; reading environmentally related magazines, newsletters and electronically available information; and maintaining contact with other environmental professionals and regulatory agencies.
- 10 Promotes personal development & awareness of environmental issues and concerns in all Company personnel.

CLIMATE: Works with a minimum amount of supervision. Spends 40-60% of time in the plant environment. Works closely with all levels of plant and corporate organizations. Requires moderate amount of travel. Requires a flexible work schedule. Needs to work before groups (internal & external). Needs to be able to respond effectively to emergency situations.

DUTIES

STANDARDS

Ensure compliance with all USS environmental policies.

Obtain all appropriate new environmental permits, licenses and registrations; maintain renewals as necessary.

Ensure that all environmental reports are properly prepared and submitted in accordance with the terms and conditions of applicable federal, state, and local environmental permits, licenses, and plans.

Conduct annual environmental audits of Company plants. Prepare written reports to plant manager with copies to Corporate Management identifying deficiencies from governmental regulations, permit/license/plan requirements, and Company policies. Ensure that corrective action plans are made and implemented.

Participate and contribute to the EHS Management Team and special environmental programs.

Maintain the Corporate environmental permits and records files.

Participate in maintaining the Corporate electronic environmental information management system.

Ensure that copies of all correspondence sent to or received from regulatory agencies are sent to the Corporate Environmental group.

Prepare and submit internal monthly reports of all environmentally related activities to Corporate Environmental Affairs. Verbally report to Corporate Environmental Affairs within 24 hours any significant environmental incidents or concerns.

Ensure that annual employee environmental training is conducted. Maintain records of employee environmental training.

Conduct thorough investigations within 48 hours for all environmental incidents and potential incidents. Prepare a complete written report with recommended corrective actions. Follow-up to ensure completion of those actions.

Develop, maintain, evaluate and direct the plant's waste management/minimization plan. Participate as the plant's primary waste management/minimization manager and hazardous waste emergency coordinator.

Participate in, report on and follow-up on all plant environmental inspections and audits by outside agencies and consultants.

Ensure that all required inspections and sampling are conducted, documented and reported in accordance with the terms and conditions of applicable federal, state, and local environmental permits, licenses, and plans.

ENVIRONMENTAL DEVELOPMENT

Expand and maintain a knowledge of Company-related environmental and regulatory compliance issues.

Participate in seminars/workshops to increase knowledge of, and stay current on, EHS and regulatory compliance topics/issues related to the Company.

Read environmentally related magazines, newsletters, and other literature to stay current on environmental and regulatory compliance topics/issues related to the Company.

Have a working knowledge of the plant's operating and production systems.

Develop and maintain an understanding of the plant's layout, process flows, operating practices and procedures.

ENVIRONMENTAL AWARENESS AND PERSONNEL DEVELOPMENT

Assist and educate plant management to develop and maintain good environmental practices

Provide plant management and staff with copies of articles and information on Company-related environmental issues and developments.

Train EHS Coordinator and other management on requirements to comply with all environmental permits/licenses/plans.

Promote best management practices to plant management.

Assist and educate all employees to assure cooperation and understanding of environmental programs and policies.

SKILLS, ABILITIES, & TALENTS

Organization

Addresses projects in a logical manner. Is methodical in approaching issues that are complex. Possesses the ability to handle several different projects or requests with a plan and structure, while keeping them as individual requirements.

Communication

Demonstrates good verbal skills and is able to speak to all levels of the plant organization. Easily understood by the listener. Is able to make points without alienating the listener.

Writes clear and concise reports and documents with logical and understandable language that speaks to the message that the writer is trying to deliver.

Has ability to understand and interpret regulations, policies, and related technical information.

Cooperation

Has the ability to work well with others and is flexible when decisions are made contrary to personal views.

Problem Analysis

Can identify EHS problems, secure relevant information, identify possible causes, and suggest possible solutions.

Creativity

Ability to develop new and unique approaches to existing or traditional situations.

KNOWLEDGE AREA

EHS Regulations & Policies

Knowledge of company policies and government regulations pertaining to EHS issues.

Training Programs

Familiarity with the types of materials and instruction that is available to support EHS programs.

Industry Requirements

Knowledge of the plant processes, equipment, positions, and generally accepted industrial practices.

TRAITS

Team Player

Promotes joint action and collaboration towards a common goal. Develops a spirit of cooperation.

Task Completion

Is tenacious about bringing closure to work that has begun.

Initiative

Self-starter, decision-maker, and actively influences events. Takes action beyond what is minimally required.

Enthusiasm

Demonstrates and promotes a high level of interest and eagerness to address projects and issues.

Proactivity

Awareness and perception of foreseeable events or situations and takes appropriate action to deal with them.

MINIMUM REQUIREMENTS

A. Equivalent Education Level Required

Bachelors Degree - Engineering, Environmental Science or equivalent

B. Experience Required

Five years environmental-related experience is preferred.

C. Knowledge Required

Ability to write reports, communicate with people, computer skills, training.