

Environmental Compliance Specialist

Job Description

Reports to: Environmental Health and Safety Manager

Status: This position is full-time, exempt status

Classification: Non-Regulated / Safety Sensitive

**Job Summary:**

The Environmental Compliance Specialist provides leadership and support for all Regulatory Compliance areas as well as safety and environmental reporting as required. This position will help create a safety culture where safety is paramount by leading by example with positive reinforcement and implementation of best practices. This position will work well independently and will support operations, sales and EHS Department toward ISO 14001 standards compliance.

**Essential Duties and Job Responsibilities:**

- Owns the regulatory side of materials data entry and manages throughout product lifecycle to ensure regulatory compliance.
- Assist in new product requests to identify safety, risk, environmental review, security considerations and storage requirements. Apply regulatory, safety and environmental insight to identify relevant safety or environmental concerns prior to product approvals.
- Creation, approval and updates for all safety data sheets (SDS). Coordinate with vendors and manufactures to ensure database is maintained and updated as needed.
- Keeps up with environmental compliance updates on a routine basis and identify, communicate internally new regulations or compliance requirements. Being an active team member/contributor as rules and regulations change.
- Identify compliance gaps to ensure process improvement and implementation of master data oversight and management.
- Coordinate incident investigations and conduct a 5 Why analysis that helps facilitate relevant corrective actions, root cause analysis and follows up to ensure safe practices are effectively in place.
- Support and provide guidance to Operations Management through safety and compliance internal audit program
- Assists EHS Manager in training of employees, new hires and recurrent regulatory (OSHA, DOT, EPA) training where needed. Help create and update training material(s) and transition site specific safety or environmental training needs.

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- OSHA HazCom experience related to product label regulations. This may include label authoring, label updates and approvals.
- Maintain product label data integrity, coordinate use of barcode and scanning technology that conforms to a standardized document control and revision approval process.
- Potentially interact with government agencies such as EPA, OR DEQ/AZ DEQ, in a regulatory capacity. Submitting annual Hazardous Waste Reports, Tier II, TRI reports including air permitting reporting and compliance.
- Strengthen business through knowledge of Hazardous Materials. Must have utmost respect and ownership working and valuing the importance of Responsible Distribution (RD) to not only protect human health and safety, but also the environment.
- Support Operations Management in creating or updating corporate safety checklists, forms (JSA, LOTO, Tank Inspections, PPE checklist, Safety Committee Inspection forms and more).
- Participate toward achieving company P2 goals and support company waste minimization initiatives.
- Requires occasional travel between all Tarr work sites.

These skillsets reflect the general details necessary to be considered for this role. The document content should not be understood to contain all skills needed or required, but is intended to provide a snapshot of the type of work or skills needed to be successful in this role. Character qualities such as integrity and strong work ethic are great assets that will contribute toward ones success in this position.

### Qualifications:

- Bachelor or Associate Degree in Environmental Health and Safety, Engineering, Chemistry, Environmental Science or related OR equivalent work experience
- Regulatory compliance experience or familiarity with federal and multi-state environmental regulations
- Safety Professional Certifications or Hazardous Materials Certifications encouraged, not mandatory.
- Strong written and verbal communication skills.
- Ability to facilitate meetings and effectively train employees of various backgrounds.
- Strong computer skills including, MS Office (Word, Excel, PowerPoint, Outlook), Adobe.
- Ability to research and utilize online resources to enhance work objectives.
- Experience with Enterprise Resource Planning (ERP) computer systems.
- Requires accurate and detailed data entry skills.
- Ability to work with minimal supervision.
- Requires strong organizational skills.
- Must be able to prioritize workload and meet deadlines.

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- Problem-solving skills are valued in this role.
- Positive, personable, demonstrating a professional demeanor and appearance.
- Mathematical aptitude is needed when calculating components in blends and determining environmental hazards associated with certain products.
- Familiarity with PHA, PSM or RMP a plus.
- Safety mindset with all-around hazard recognition with a goal of reducing the risk(s).
- 40 hour HAZWOPER certification or the ability to attain this certification