



HEIDE & COOK

## POSITION DESCRIPTION

**POSITION:** Environmental Health and Safety (EHS) Specialist

**DEPARTMENT:** Operations

**REPORTS TO:** President

**LOCATION:** Honolulu Office

**TYPE OF POSITION & FLSA STATUS:** Regular/Full-time/ Exempt

**EEOC Job Category:** 2-Professionals

### **SUMMARY/GENERAL DESCRIPTION OF JOB:**

The Environmental Health and Safety (EHS) assists all service and project staff with matters pertaining to safe work performance; OSHA, HIOSH and DOT compliance; safety plan development and implementation; safety data recordkeeping; incident documentation; and performance monitoring and reporting. The EHS provides support to management staff as directed by the President as part of H&C's and Chugach's overall continuing emphasis of a safe work culture. The EHS produces data in tabulated and graphical formats to provide managers the information needed to conduct effective safety programs, target resources to underperforming areas, and mitigate risks to employees. This position may offer opportunity for advancement in safety and risk management fields.

### **ESSENTIAL DUTIES & JOB FUNCTIONS:**

- Maintains company's incident reporting database, including but not limited to incident reporting, corrective action tracking, and OSHA/HIOSH recordkeeping, and coordinates data entry with various personnel, as needed.
- Distributes incident-related information and procedures to stakeholders, departments, and sites statewide, including mandatory posting notices, safe work performance metrics, and benchmarking comparisons.
- Inspects, tests, and evaluates workplace environments, equipment, and practices to ensure safe work procedures are followed and safe work conditions are maintained. Suggests corrective actions and procedures to mitigate risks and works with site staff to ensure changes are effective.
- Coordinates incident reporting and follows up with claims team to ensure closure of all incidents.
- Drafts procedures, guidelines, and job hazard analyses for various employee positions, activities, and work situations.
- Evaluates programs on workplace safety and health. Drafts company policies and procedures for review and approval by management to improve programs.
- Trains other safety staff on H&C and Chugach safety and quality control-related policies, procedures, methods, and culture.
- Assists with project startups in both safety and quality control, provides training, and inputs safety and quality tasks into various computer management systems.
- Performs related work as assigned.

### **ACCOUNTABLE FOR:**

- Management of Administrative Support / Clerical Staff / Operations Clerk(s) when assigned.

### **WORK CONDITIONS:**

Work is typically sedentary in nature and performed in an office setting. The incumbent should be able to sit for extended periods of time, stand, walk, talk, hear, and write. Occasional lifting, handling, or moving of objects without assistance weighing up to 35 pounds may be required. Work hours are subject to change, with weekend and/or holiday work as needed. Occasional to moderate travel to project sites is required.

**JOB REQUIREMENTS (Education, Experience, Professional Associations):*****Mandatory***

- Bachelor's degree in safety related field, construction trade, building maintenance management, or environmental related field.
  - Associates degree in safety or environmental field and five (5) years job experience in safety positions may be substituted for Bachelor's degree.
- Three (3) years' experience managing safety programs.
- Two (2) years' verifiable experience and skill operating a data management system for safe work benchmarking and reporting.
- Must be able to successfully complete all mandated training requirements per corporate management directives.
- Completed and certified in OSHA safety related training coursework 10 hour and 30 hour training classes
- Knowledge of OSHA, HIOSH, EPA, DOT safety and environmental regulations and agency guidelines.
- Knowledge of root cause analysis and incident investigation.
- Accurate and professional appearance and work presentation.
- Valid driver's license with an acceptable driving record.
- Intermediate proficiency in the use of Microsoft Outlook, Word, PowerPoint, and Excel, with an ability to learn new computer software and processes needed to produce work.
- Experience working both independently and in a team-oriented, collaborative environment.
- Ability to work with changing priorities, demands and deadlines while maintaining sound analytical and problem-solving skills.
- React promptly, efficiently, and effectively to unforeseen issues and incidents.
- Ability to communicate effectively orally and in writing with a variety of stakeholders.  
Ability to develop rapport and positive working relationships with all departments.
- Collect and process data and information to formulate conclusions and make recommendations.
- Ability to work efficiently and effectively in the office and in the field, making full use of the available tools and equipment.
- Attentive internal and external customers and clients.

I have read and received a copy of this job description. I understand a copy will be filed in my personnel file. There are no known reasons why I cannot perform the essential functions of this job, with or without accommodation.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed