



**Job Title:** Safety and Environmental Manager  
**Department:** Operations  
**Reports To:** Operations Manager Multi-Plant  
**Location:** Orem, Utah  
**Salary Grade:** F  
**FLSA Status:** Exempt  
**Date:** February 2020

**SUMMARY OF JOB PURPOSE:**

Lead and manages the safety and environmental operations for all three Geneva Pipe locations, to ensure that all regulations, laws and policies are in compliance.

**ESSENTIAL FUNCTIONS AND MAJOR RESPONSIBILITIES:**

- Provides technical environmental safety and health materials support to production and corporate personnel.
- Develop facility safety and environmental health programs and objectives and coordinate safety training programs with all plants.
- Monitor environmental safety and health regulations and provide technical support to plant and corporate personnel to ensure compliance with EPA, Federal and State safety and health regulations.
- Prepare written environmental safety and health programs and policies.
- Identify environmental and safety training needs and develop and coordinate environmental health and safety training programs.
- Conduct investigations for all injury/illness or Near Miss incidents, create report and develop root cause analysis and implement solutions to keep from re-occurrence. Follow-up as necessary.
- Develop and implement new employee safety orientation including skill training, emergency preparedness, job instructions and use of proper PPE to meet company standards.
- Participate in new product/process reviews including process hazard analyses and Operator Training.
- Support corporate/plant engineering to implement engineering controls to minimize environmental, safety and occupational health hazards.
- Support plant personnel in selection of appropriate personal protective equipment.
- Maintain a safety library (e.g. videos, regulations, reference manuals).
- Promote environmental safety and health awareness through internal company memoranda and specific training programs.
- Review process operating procedures/batch records and provide input for EPA and safety and health considerations.
- Understand Federal and State environmental, occupational safety and health regulations and monitor regulatory changes (through the Federal Register, etc.) as they occur.
- Advise manufacturing plants and corporate staff of regulatory changes with which the plants must comply and ensure advance notice is provided so that compliance on the effective date of new regulations is assured.
- Periodically audit practices and records of manufacturing plants to ensure compliance with company programs, EPA and Federal/State occupational safety and health regulations.



- Monitor lost-time injuries/illnesses and Worker's Compensation Claims and coordinate with Human Resources
- Recommend topics for discussion for safety and environmental and health meetings.
- Manage all OSHA 300 log reporting and post annually.
- Perform other responsibilities as needed.

#### **SECONDARY RESPONSIBILITIES:**

- Provide advice on facility matters to counsel and Operations Manager
- Ensures all projects/jobs are correctly managed through electronic tracking and communications systems.
- Assist with Lean Principles.

#### **JOB SCOPE:**

The tasks mention above are conducted at various times on a daily basis with the exception of the secondary tasks which are done at least annually.

#### **SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

#### **INTERPERSONAL CONTACTS:**

This Manager collaborates with all employees, customers, external business partners, non profits and any government entity.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to effectively deal with other people, especially other company personnel, to enlist needed cooperation in implementing regulatory requirements.
- The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company
- Ability to deal with regulatory agencies, consultants and other contractor personnel is also required.
- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **EDUCATION/EXPERIENCE:**

- Bachelor's degree in Occupational Safety/Health & Environmental or ten years plant/general management experience in a manufacturing environment or combination of both.
- Background with concrete manufacturing methods, process improvement programs and procedures will be highly regarded.



- Working knowledge of Federal and Utah State Occupational safety, environmental and health regulations, NEPA, ANSI.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- None

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

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.

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee frequently is required to climb or balance.
- The employee is occasionally required to sit.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.
- The employee is frequently exposed to high, precarious places and outside weather conditions.
- The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme heat, and risk of electrical shock.
- The noise level in the work environment is usually loud.
- Personal Protective Equipment is required when in the Plant, Yard or Construction Areas:
  - Hearing Protection
  - Safety glasses
  - Respiratory protection
  - Protective clothing
  - Protective footwear
  - Hard hat
  - Gloves

**HOW TO APPLY:** If you are interested in and qualified for this position, please click on the link below:

<https://prd01-hcm01.prd.mykronos.com/ta/6079263.careers?ApplyToJob=1812205842>

*Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.*

*Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.*

\*Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.