



UIBS

3941 Southeastern Way, Suite A
West Columbia, SC 29169
(803) 915 – 7890 | info@uibsusa.com

Job Title: Environmental Health & Safety (EHS) Coordinator

Job Type: On-site, Hourly

Job Location: Clarksville, TN

Job Description:

We are looking for an experienced and confident EHS Coordinator to join our team. In this role, you will be responsible for ensuring a safe, clean, and compliant environment on the plant floor. Your primary duties will include overseeing safety protocols, managing cleaning schedules, and conducting regular inspections to uphold health and safety standards. You will also be responsible for developing and implementing safety guidelines, training staff on safety and cleanliness procedures, and identifying areas for improvement to maintain a secure and efficient workplace.

Your duties will include:

- Perform site inspections for compliance with safety and cleanliness standards
- Finalize safety documents, including training plans, emergency response plans, job hazard analyses, and incident reports
- Maintain PPE and safety facilities for site staff
- Organize and hold Safety Committee meetings
- Share audit and inspection results with subcontractors and owners
- Participate in root cause analysis for injury/incident investigations and obtain accident and injury reports from job sites
- Conduct regular site inspections to ensure standards are met and identify areas for improvement
- Develop and maintain cleaning schedules and protocols that meet health and safety standards
- Coordinate with vendors to procure cleaning supplies and ensure necessary hygiene equipment availability
- Train staff on proper cleaning procedures and safe use of cleaning chemicals
- Report cleanliness metrics to management and suggest improvements based on inspection results



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- Support management in budgeting for safety and cleaning resources and supplies to maintain a safe and sanitary environment

Your qualifications are as follows:

- Must possess OSHA 30 or higher certification with proficiency in related standards, rules, and regulations
- Field construction experience is preferred
- Computer Skills – Microsoft Word, Power Point, Excel, etc.
- Good interpersonal and communication skills
- Structured thinking and understanding
- Ability to multi-task and be highly organized
- Consistently approaches work with a positive and constructive attitude
- Working effectively with others
- Strong organization skills with a problem-solving attitude
- Demonstrate openness and respond positively to feedback
- Fluent in Korean and English (Spanish proficiency preferred)