

Position Summary:

We are seeking an **Environmental, Health, & Safety (EHS) Coordinator** to join **R.K. Steel, Inc.** at our **Fredonia, KS** location. This role supports and maintains compliance with all workplace safety and environmental requirements including regular inspections, proper handling of hazardous waste, scheduled reporting, and coordinating with safety and environmental consultants to address and resolve issues as they arise.

Key Responsibilities:

- Perform weekly, monthly, quarterly, and yearly inspections to ensure compliance with safety and environmental regulations.
- Maintain records of inspections, corrective actions, and follow-up activities.
- Assist with hazardous waste management, including proper labeling, storage, and disposal practices.
- Support compliance with OSHA, EPA, KDHE, and other regulatory requirements.
- Partner with external safety and environmental consultants to prepare reports, complete audits, and institute improvement plans.
- Respond to and resolve safety or environmental concerns in a timely manner.
- Conduct and support safety training and awareness programs for employees.
- Monitor workplace practices and recommend improvements to reduce risks.
- Assist in preparing documentation for regulatory submissions and internal reporting.

Skills & Qualifications:

- Knowledge of OSHA standards, hazardous waste handling, and environmental compliance.
- Strong attention to detail and organizational skills.
- Ability to work both independently and collaboratively with consultants and internal teams.
- Effective communication skills, both written and verbal.
- Familiarity with environmental and safety reporting.
- Basic knowledge of incident investigations and root cause analysis.
- Previous EHS experience in a manufacturing, industrial, or related setting preferred.

Compensation & Benefits:

- **Pay is commensurate with experience.**
- **Benefits available after a 90-day introductory period**, including:
 - Health w/ optional Dental Insurance (multiple plans)

- Optional Supplemental Insurance
- Retirement Plan eligibility after two years
- Paid Time Off (accrued)
- Paid Holidays

How to Apply:

1. Complete an application at www.rksteelinc.com/jobs.
2. Send resume and references to hr@rksteelinc.com.

Pre-employment physical and drug screening required.