



IB-TECH JOB BID

EH&S – Environmental, Health & Safety – 1st Shift

INTERNAL JOB POSTING #9-02-2023 **(Please Include Job # on Job Submission Form)**

POSTING DATE: Wednesday, February 15, 2023

APPLICATION PROCESS: Job Submission Form and Resume to Julie Buzzard (HR)

APPLICATION DEADLINE: Tuesday, February 21, 2023

Education & Experience Requirements

- Associate Degree (AS) in related field AND 1 year of job-specific and related experience in human resources or environmental, health, and safety OR;
- 3+ years of job specific and related experience in human resources or environmental, health, and safety AND;
- Must possess demonstrated analytical capability; ability to work independently and as a team; excellent written and oral communication; ability to inspire and motivate others; and proficient computer skills, specifically in Microsoft office applications, enterprise resource planning systems and human resources information systems experience is required.

Primary Roles & Responsibilities

- Advanced In-Plant Safety Systems and Execution of EHS Training Programs
- Community Relations
- EHS Communicator
- EHS Risk Assessments
- Emergency Preparedness and Equipment Inspections
- EPA Reporting for Air and Wastewater
- Facilitate Substance Abuse Testing
- Incident Reports, Investigations, and Countermeasures Related to Safety
- Invoices Related to Associate Relations and EHS
- Janitorial Services and Cleaning Supplies
- Japanese Homecare Needs
- Job Safety Analysis and Routine Safety Audits
- Lawn Care
- Maintain Call Off Log, Excuses, and Absence Documentation
- OSHA and EPA Required Recordkeeping
- Parking
- Passports Management
- Pest Control
- Plant Event Coordination for Associate Relations and Community
- Property Management
- UPS and FedEx
- Utilization of Grant Monies for Safety and Labor
- Vendors, Visitors, and Contractors Safety
- Waste Management for Regulatory and Refuge Requirements
- Worker's Compensation Claim Management and Return to Work Program
- Workforce Development Committee Participant Overtime may be assigned
- Overtime may be assigned
- Travel not likely or 0%, but may be requested by Leadership
- Training needs are based on IB-TECH's training matrix for this position, relevant to ISO 9001 and ISO 14001 systems
- Other duties as assigned

Physical Demands

- Associate must be able to occasionally lift up to 40lbs in single or multiple lifts. Associate must be able to occasionally push/pull up to 100lbs. Associate will frequently bend, twist, turn, squat kneel, overhead reach, climb stairs, and pinch grip small objects for up to 6 hours per day. Typical work environment includes sitting, typing, writing in an office setting 4 hours per day and standing in manufacturing areas 5 hours per day. Associate must have a valid driver's license. Idle time between job tasks is likely to exist. Break/Lunch periods are typical in a 9-hour day.

Grade/Classification: C2
Department Assignment: Human Resources
Reports to: Human Resources Manager

FLSA Status: Salaried
Function: Section Coordinator
Supervises: None

IB-TECH reserves the right to change and/or otherwise amend the job description herein from time to time based on business needs. Rev. 11/21/16