



Sani-Matic Job Description

Title: EHS&F Manager
Reports to: VP of Operations

Dept: Mfg-OH (Dept 42)
Status: Exempt

Position Summary:

The Environmental, Health, Safety and Facility (EHS&F) Manager establishes and promotes the maintenance of a safe, accident free, and healthy work environment. Responsible for being the champion and liaison for leading the company in accomplishing the environmental, health and safety requirements set by regulations and Management. Additionally, manages the maintenance of building infrastructure and grounds.

Essential Functions:

- Lead the ongoing awareness of all current Environmental, Health, Safety and Facility (EHSF) programs for all personnel, including subcontractors, through training materials and conducting training sessions designed to achieve all related EHSF objectives, requirements and all government mandated programs.
- Formulate by working with the Safety Committee and Management general EHSF policies and procedures to be followed by company personnel in compliance with local, county, state, and federal agency rules and regulations such as Occupational Safety and Health Administration (OSHA), Wisconsin Environmental Protection Agency (WIEPA) and others. Maintain related compliance records and documentation, refining as needed.
- Devise and coordinate training programs which will increase proficiency in safe practices and promotes safety consciousness.
- Develop, along with the Safety Committee and Management, annual safety objectives and appropriate budgets.
- Working with the Dir. of Human Resources, ensure that all accidents and property damage claims are properly notified, documented, reviewed and followed-up, by completing appropriate action plans and investigation process.
- Be a “change agent” that supports the reduction of accidents year-over-year towards the goal of Zero accidents.
- Conduct EHSF inspections and audits are throughout the organization through a systematic and documented process.
- Serve as a EHSF liaison with federal, state and local agencies on technical issues and plans related to regulatory compliance and company operations.
- Maintain awareness of new pollution control technology and communicate with management relative to company applicability
- Maintain company awareness and stay abreast of any new development or pending applicable EHSF policies, regulations and legislation.

- Ensure all EHSF risks are identified, assessed and appropriate risk management plans are implemented.
- Proactively manage Sani-Matic's facility service requirements such as cleaning services, various maintenance activities, fire prevention, security, waste management and disposal, HVAC, Grounds, special constructions projects, subcontractors, etc.
- Negotiate Maintenance and other supplier contracts to maintain fully functional operations and cost-effectiveness.
- Manage the security access system and surveillance systems for the premises, issue security access cards/keys/fobs, respond to alarms, conduct training and interface with external agencies pertaining to security of the premises.
- Keep managers and employees alerted as to the hazards of working with toxic fumes, dangerous chemicals, and any other hazardous substances.
- Responsible for hazardous waste and waste water compliance and removal.
- Conduct machine, equipment and entire facility inspections to detect existing or potential EHSF hazards and lead corrective or preventative measures where indicated.
- Implement job safety/hazard analysis (JSA) to facilitate the identification of risk and the adoption of best mitigation methods, procedures or equipment.
- Represent the organization in community or industry safety groups and programs as directed.
- Project management of assigned facilities construction projects from local authority approval to contractor completion and code official inspection.
- Co-lead safety committee meetings, provide direction to group and publish meeting minutes as required.
- Perform additional duties as assigned by manager.

Knowledge / Skills / Expertise:

- Bachelor's Degree specializing in EHS and 5+ years of related experience is required.
- Expert knowledge of OSHA and EPA laws.
- Prefer at least 3 years in a manufacturing environment with strong leadership responsibilities.
- Excellent analytical and problem-solving skills with discipline to detail orientation that is balanced with the ability to keep focused on the big picture.
- Strong organization skills, ability to prioritize and plan projects and juggle resources to meet the demands.
- Excellent communication skills and the ability to work well with employees at all levels in the organization.
- < 5% domestic and/or international travel to meet customers, suppliers or in support of other initiatives.

Environmental Conditions:

- Humidity level may be elevated in the manufacturing areas during summer months.
- Exposure to certain contaminants in the manufacturing areas, at times.
- Exposure to loud noise levels in the manufacturing areas, at times.

Physical Demands:

- While performing the duties of the job, the employee must be able to use a keyboard, calculator and telephone. They are regularly required to stand or walk, sit, talk, hear, and use hands to finger, grasp, handle, or feel. The employee must occasionally climb, stoop, kneel, crouch, lift (10lbs) and be able to adjust vision for close vision work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

What Sani-Matic Offers:

A culture that embraces five Core Values:

- Do what is right.
 - Put customers first.
 - Commit to continuous improvement.
 - Focus on safety.
 - Deliver consistent quality.
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- A highly competitive wage and the ability for internal growth opportunities.
 - Health, vision, dental, LTD, STD, and Life Insurance.
 - 401k with company match.

Note: This job description is reviewed periodically and may be subject to change.

