

POSITION DESCRIPTION

Title: Manager – Occupational Health, Safety and Training Services

Reports to: President

Position Purpose:

Provide HSE Consulting Services, LLC (HSE) with leadership and technical expertise in the areas of Occupational Health, Safety, Training (OHST) and related fields. Assist the President in the development and implementation of HSE's corporate health and safety program.

Manage and/or perform all phases of work related to the above referenced services from client contact through work product delivery and project closeout. Work with President, Chief Financial Officer, Vice President Operations and other staff members to provide such services in a wide geographic area covering both the public and private sectors and develop a sufficient backlog of contracted work to allow for addition of technical staff.

This position is responsible for providing a focused disciplined approach to OHST services in order to provide project deliverables with the highest standard of quality in the industry. Work completed shall meet or exceed client expectations and be completed within budget and on time as defined by the project proposal and client needs.

Essential Duties / Responsibilities:

Management:

1. Coordinate the preparation of proposals addressing the scope-of-services requested by the client or recommended by HSE. Develop project fee estimates and schedules with final approval from the VP-Operations, President and/or CFO. Participate in and provide subject matter expertise in support of marketing efforts, as needed.
2. Serve as project manager on HSE projects with responsibility for the coordination of project staffing needs with the VP-Operations.
3. Correspond/communicate with clients for administration of projects and client maintenance and assist with billing and collections when requested by the CFO.
4. Coordinate services with the client as required. Monitor projects/services through completion for conformance to budgets, scope-of-work, client satisfaction, etc.
5. Maintain complete and accurate project information/records through close-out. Project files/records including electronic files and folders shall be neat, orderly, and contain essential information with no non-essential redundancy.
6. Manage equipment and supplies associated while providing services in the above referenced fields. Recommend for purchase industrial hygiene and safety instrumentation and equipment when needed.
7. Work with clients to identify, evaluate and control occupational health exposures in the workplace (includes evaluating chemical processes/products).
8. Benchmark external top performing organizations (e.g. competitor's) for program improvements.
9. Evaluate operating experiences and collaborate with the President and HSE personnel to implement corrective measures as appropriate.
10. Manage multiple projects simultaneously and bring them to completion to meet deadlines.

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Services Provided:

1. Perform and/or manage all phases of asbestos surveys, mold assessments, LBP inspections/risk assessments, and abatement support from client contact through work product delivery and project closeout.
2. Conduct audits of client's occupational safety and health programs, when requested.
3. Assess and inspect facilities to evaluate compliance with existing occupational safety and health regulations, interpret governmental safety and health regulations, and recommend changes to policies and procedures in reports which show in-depth understanding and technical expertise.
4. Observe field operations and evaluate effectiveness for compliance with accepted health and safety work practices in accordance with audit and safety observation guidance procedures. Identify job hazards and conduct job hazard analysis surveys.
5. Analyze and evaluate data from industrial hygiene surveys, monitoring, and hazard assessments. Formulate recommendations consistent with regulatory requirements, good industrial hygiene principles and the needs of the client. Present well written technical reports showing in-depth understanding and technical expertise and identification of client actions needed to control employee health risks and hazards.
6. Develop workplace health and safety programs including respiratory protection, personal protective equipment, substance specific exposure control plans, temperature extremes, ergonomics, asbestos, lead, and hearing conservation, etc. Revise and update same.
7. Prepare Site Specific Health and Safety Programs based on contaminants of concern and project activities.
8. Work with Management to develop training programs relative to occupational health, safety and environmental services.
9. Select and evaluate effectiveness of personal protective equipment such as respirators, hearing protection, FR and arc-resistant clothing, etc.
10. Consult with client safety committees including VPP teams and behavioral-safety observation teams. Participate if needed.
11. Maintain and recommend for purchase industrial hygiene and safety instrumentation and equipment.
12. Work with clients to identify, evaluate and control occupational health exposures in the workplace.
13. Benchmark external top performing organizations (e.g. competitor's) for program improvements.
14. Manage multiple projects simultaneously and bring them to completion to meet deadlines.
15. Perform other duties as assigned.

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Technical / Administration:

1. Function as technical leader for HSE on OHST related issues.
2. Lead HSE's internal Corporate H&S Program while interfacing with HSE's HR team.
3. Develop (mentor, coach) technical level staff in both safety (construction & general industry) and occupational health (i.e. industrial hygiene).
4. Responsible to the President for multi-discipline/department projects for execution of tasks within budget and schedule.
5. Conduct and/or supervise indoor air quality studies, ambient air quality monitoring, OSHA compliance monitoring, hazard assessments, environmental sampling, health and safety plan preparation, mold assessment and remediation support, and provide support for asbestos, lead based paint, and training.
6. Check accuracy of work related to industrial hygiene completed by others at HSE.
7. Provide quality assurance and control of project tasks and deliverables.
8. Apply strong organization and management skills to ensure the highest level of service to HSE's clients and to maintain/modify HSE's direction, focus and purpose.

Business Development/Client Maintenance:

1. Work with President, VP Sales and Marketing and Chief Financial Officer and HSE's Marketing Plan to develop OHST and related services with a goal to increase IH related billings by 25% on an annual basis.
2. Market IH and related services to new clients, expand services offered to existing HSE clients and broaden HSE's client base.
3. Meet with clients on a regular basis to ensure expectations are being met.
4. Be able to describe the basic services provided by HSE to potential clients.
5. Identify main competitors in the IH arena and be familiar with their strengths, weaknesses and pricing structures.

Basic Requirements:

- Bachelor of Science Degree in Industrial Hygiene, Occupational Health and Safety, Environmental Science or related degree or equivalent combination of education and experience.
- Minimum 5+ years of experience performing and managing IH/Safety services.
- Sound and diversified knowledge of industrial hygiene and occupational safety with ability to practice in broad areas of assignments and related fields.
- Apply advanced techniques; apply, modify and extend theories, precepts and practices of the industrial hygiene and occupational safety fields.
- Carry out complex or unusual assignments requiring the development of new or improved techniques and procedures.
- Must demonstrate ability to operate with minimal technical supervision.
- Must be a self-starter, show initiative and have the ability to work independently.
- Make decisions independently on problems and methods.

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- Demonstrate flexibility, a team-oriented focus, and strong problem solving/analytical skills.
- Excellent technical writing, verbal and interpersonal communication skills.
- In-depth knowledge of MS Word, MS Outlook.
- Basic understanding of MS Excel, MS Power Point, MS Windows, MS Windows Explorer, electronic file creation and organization and computer search functions.
- Internet usage, including ability to complete focused timely searches.
- Thorough understanding of OSHA regulations focused on occupational health and safety in industrial and construction environments.

Professional Development and Training:

- Participate in a professional organization related to HSE's business and attend meetings periodically.
- Enhance professional and management skills via continuing education (i.e. seminars, graduate level classes, etc.).
- Must stay abreast of federal, state and local regulations, current trends, changes, new ideas, equipment, and growth opportunities via information assimilated from trade journals, technical literature, research papers, seminars, conferences and other sources.
- Achieve and maintain certification as a CSP (CIH certification is also desirable).