



Position Title: Health Safety & Environment (HSE) Administrator
Department: Safety
Reports To: HSE Manager
Exemption Status: Non-Exempt

Position Purpose:

The HSE Administrator participates in general office and administrative support including meeting coordination, and support, electronic and paper based document management and data entry.

Essential Job Functions: The incumbent must be able to perform all of the following duties and responsibilities with or without a reasonable accommodation.

- Designs documents and binders into a professional-looking end product.
- Formats reports, spreadsheets, business letters, and internal memos in support of the HSE group.
- Organizes and maintains professional graphical presentations, including presentations that may be given to groups outside the organization.
- Updates incident log, accident checklist, emails and maintains OSHA 300 logs.
- Maintains both an electronic and paper based filing system to manage correspondence, documents, and information related to HSE.
- Regularly updates and revises documentation as new issues arise in order to stay current with upgrades, improvements, etc.
- Supports all corporate HSE programs, policies and initiatives.
- Assists in reviewing and maintaining safety department policies within ISNetworld and other customer safety sites as necessary.
- Performs other duties as assigned

Education/Experience:

The minimum educational background of an applicant to this position is a High School Diploma, Bachelor's degree preferred.

In addition, a qualified applicant will have:

- 2-4 years in a similar HSE Administrator role.
- Experience with oilfield completion, production and disposal operations.
- Working knowledge of OSHA, RRC, TCEQ and DOT regulations.
- Excellent written and verbal communication skills
- Proficient in technical writing, presentations and training.
- Proficient in computer software applications (e.g. Microsoft Office).
- Requires concentration, alertness and attention to detail.
- Self-motivated, goal oriented, able to handle multiple projects.

**Nature of Supervision:**

The incumbent is responsible for exercising discretion and independent judgment when performing job duties and must display a high degree of ethics, integrity, professionalism, and respect. Minimal guidance is provided on some, but not all tasks to be performed. Independent decision-making is a daily responsibility, which, if handled incorrectly, could result in legal action against the Company, loss of employees or loss of time and substantial amounts of money.

Supervisory Responsibility:

This position does not have any supervisory responsibility.

Work Environment:

Incumbent will be expected to travel to Petro Waste Environmental facilities and will be expected to perform physical activity, such as, climb stairs, lift, bend and be able to lift up to 50 lbs. Will be regularly exposed to loud machinery and have some exposure to hazards. Position may also be required to stand for long periods of time while delivering programs or inspecting work sites.

Contacts:

Interaction will occur with all levels of employees and management, outside vendors, contractors and regulatory agencies, in the performance of the job duties as they relate to the HSE Administrator. Interaction will generally entail the exchange and gathering of information, including providing advice and ensuring investigations are conducted, on all Health Safety and Environmental issues.

The above description is meant to provide an overview/summary of the nature and level of work being performed; it should not be construed as an exhaustive list of all responsibilities, duties and requirements of the job. Petro Waste Environmental reserves the right to modify the content formally or informally, follow any other job-related duties/functions requested by their supervisor. Further, all employment at Petro Waste Environmental is of an at-will nature and, as such, the company reserves its right to terminate any position or employee (with or without notice and with or without cause) within its discretion.