



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

Position Purpose:

The HSE Coordinator will be responsible for performing safety tasks at our waste disposal facilities to ensure compliance with federal, state and local regulatory requirements.

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

- Coordinates Health Safety and Environmental compliance activities at the Facilities.
- Advises and supports management in Health Safety and Environmental matters.
- Works closely with Facility Managers to address HSE issues and drive continuous improvement.
- Monitors compliance with regulatory requirements.
- Prepare and maintain HSE related records and reports.
- Audits Facilities for compliance with HSE requirements and effectively communicates findings and corrective actions to management. Supports management in resolving and closing out corrective and preventative actions.
- Manages incident investigation and workers compensation programs.
- Coordinates with Federal, State and Local regulators in any inspections, inquiries and/or findings.
- Develops and maintains an effective working relationship with Facility personnel.
- Responsible for new employee safety orientation and other safety training as needed.

Education/Experience:

The minimum educational background of an applicant to this position is a Bachelor's degree with a minimum of 5 years of experience.

In addition, a qualified applicant will have:

- Experience with oilfield completion, production and disposal operations.
- Working knowledge of OSHA, RRC, TCEQ and DOT regulations.
- Ability to travel 75%, as required.
- Excellent written and verbal communication skills
- Proficient in technical writing, presentations and training.
- Proficient in computer software applications (e.g. Microsoft Office).
- Strong management and leaderships skills.
- Self-motivated, goal oriented, able to handle multiple projects.
- Ability to work weekends, holidays and respond to callouts on a non-routine basis.

**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. Travel up to 75% of the time with occasional overnight stays.

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 Coordinator. 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.