



Division/Department	Heath, Safety and Environment	Location	Early, TX
Job Title	HSE Manager	FLSA Classification	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Type of Position	Full-Time		

GENERAL ROLE DESCRIPTION

The Health, Safety and Environment (HSE) Manager is responsible for the effective execution of the company's safety program. HSE Manager will inspect and evaluate the environment, equipment and processes in working areas to ensure compliance with environmental regulations, government (OSHA, DOT) regulations and industry standards. The chief goals of the HSE Manager are to protect the employees, customers, business and the environment.

Essential Functions

- Examine corporate activities to make improvements and ensure compliance with environmental legislation.
- Work with the Director of HSE to lead the implementation of health and safety policies and practices to ensure compliance with legislation.
- Audit, analyze and report performance to HSE Director for internal/external clients and regulatory bodies.
- Perform impact assessments to identify, assess and reduce an organization's HS&E risks and impacts.
- Perform and raise awareness, at all levels of an organization, of the impact of emerging HS&E issues, whether legislative or best practice, on corporate, ethical and social responsibility.
- Manage the development and improvement of the safety management system.
- Responsible for developing and implementing Health and Safety protocols at each location.
- Daily worksite inspections at the Plant location. Identify potential hazards, assess the risk, recommend appropriate corrective measures in a timely manner and report findings.
- Conduct drills to ensure equipment is properly functioning and staff is aware of what to do in an emergency.
- Conduct investigations of incidents, including near misses. Report findings to the Director, HSE.
- Oversee Plant and Field safety training programs, ensure employee awareness of regulations and procedures; provide guidance as needed.
- Advise local management as to the progress of all HSE/DOT programs
- Maintain daily activities records, monitor worker's compensation program and maintain reference materials.
- Ensure random drug testing policies comply.

Skills/Qualifications

- Extensive technical and practical knowledge of operations, products, company policies, and government regulations
- Strong leadership and managerial skills
- Ability to work within a team as well as individually
- Strong interpersonal, verbal and written skills to relate with key stakeholders in a professional manner
- Demonstrate critical thinking skills, dependability and the ability to organize, prioritize and maintain numerous ongoing tasks
- Ability to handle sensitive information in a confidential manner
- Proficient with Microsoft Office desktop applications

Experience/Education

- Bachelor's degree in occupational health and safety or a related field as an environmental health and safety specialist
- 5+ years HSE Experience
- First Aid Administration experience
- OSHA record keeping and compliance knowledge
- TECQ/SWPP records keeping and monitoring compliance
- Certified Safety Professional

CONTACT INFORMATION

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