

## **JOB OPENING: CORPORATE ENVIRONMENTAL HEALTH AND SAFETY MANAGER**

**Washington Mills Electro Minerals Corporation  
1801 Buffalo Ave., PO Box 423, Niagara Falls, NY 14302  
(716) 278-6600**

### **Company Description**

Washington Mills is one of the largest producers of high quality abrasive and fused mineral products in the world. It has facilities throughout the U.S., Canada and Europe and serves a global customer base. Its principal business is the fusing of oxide and carbide minerals in electric arc and Acheson furnaces, as well as the grinding and classifying of the minerals into grains and powders. Established in 1868, Washington Mills continues a long history of excellence in serving raw materials to the abrasive, refractory, ceramic and industrial abrasive markets. We are seeking an energetic and experienced Corporate Environmental Health and Safety Manager for our Niagara Falls, N.Y. facility, well-situated between the U.S. and Canadian border.

### **Job Description**

The Manager, Environmental, Health and Safety is responsible for the technical and administrative aspects of environmental and safety affairs as it relates to federal, state, and local levels. This position reports to the VP of Operations, Fused Minerals. Reporting to the Manager, EHS are Environmental Health and Safety Coordinators at each Washington Mills facilities in North America. The Manager, EHS develops, conducts and coordinates all safety, environmental and industrial hygiene activities, employee meetings and training, injury reporting and investigation and OSHA record keeping. This position assists in the preparation of workers compensation claims, conducts periodic audits of the facility to assess compliance with environmental, safety and industrial hygiene regulations. The Manager, Environmental, Health and Safety directs the taking of samples (according to standard technical procedures) and performs laboratory tests to monitor the plants compliance with all environmental and OSHA regulations, prepares reports, permit applications and assures timely submission of reports per all current federal, state and local regulations. This position maintains all files on hazardous or toxic substances. This includes details on the chemical makeup of substances and the effects of exposure. The Manager, EHS must keep management apprised of environmental compliance and recommend corrective action, if necessary. A key responsibility is the dissemination of information to all employees regarding hazardous materials and workplace exposure.

### **Essential Functions**

- Maintains all air, water, and waste permits current and submits all data necessary for renewal on a timely basis
- Completes all environmental survey requests
- Develops, conducts and coordinates the industrial hygiene program for all facilities
- Develops, conducts and coordinates all safety training and programs, employee safety meetings and committees and assists supervisors as needed
- Works to promote safety consciousness amongst all employees
- Administers occupational injury claims reporting
- Investigates and analyzes incidents to identify causes for remedial action
- Maintains all required safety and injury records and monthly and annual statistical reports
- Develops operating facility environmental, health and safety compliance plans and assists in implementation
- Conducts periodic facility audits with written reports to departmental managers
- Maintains thorough knowledge of all federal, state, and local regulations
- Coordinates all inspections by regulatory agencies
- Prepares periodic survey and information requests
- Reviews publications and periodicals to maintain and update company knowledge and advises management of existing or proposed environmental, health and safety regulations
- Develops, coordinates and updates Company emergency response plans

- Conducts employee training and provides necessary emergency information to local emergency response agencies
- Provides technical support to sales personnel and responds to customer and community inquiries concerning the Company's products and process operations
- Prepares and maintains current all SDS sheets
- Continually recommends specific actions in regards to environmental and safety issues
- Participates as Company's representative in environmental activities and issues
- Attends technical meetings and seminars on environmental, safety and industrial hygiene subjects
- Staff specialist to counsel/assist all levels of line and staff personnel relative to all environmental, health and safety activities
- Travel to Washington Mills' other facilities located in MA, IL, WI, and Ontario, Canada

## Required Background/Skills

- Bachelor of Science degree ideally gained in an EHS, Engineering or a Technology discipline
- A minimum of five years' experience in managing Environmental Health and Safety Compliance in an Industrial/Manufacturing Environment
- Experience will include maintaining a professional successful relationship with regulatory agencies and agency representatives
- Demonstrated expertise in both knowledge and application of EPA, DOT, and OSHA regulations
- Experience in preparing and submitting permits, compliance reports, and corporate reports
- Competency with standard office software, email, and time keeping systems
- Knowledge of spreadsheets and tracking software
- Ability to schedule and execute critical plans and responses in an exacting, time urgent, demanding environment
- Must be able to prioritize and plan work activities and use time efficiently
- Independently identifies problems and irregularities and initiates and carries out corrective action
- Strong written and verbal communication skills
- Strong organizational and time management skills
- Assisting or leading in a culture-change initiative in regards to Safety and safe practices
- Proven record of success with project management skills for balancing multi-site activities
- Lean manufacturing experience
- A proven record of making presentations and providing effective training
- Ability to effectively and cooperatively interface with peers, colleagues and clients as well as firm leadership
- Strong analytical and creative problem-solving skills, and ability to employ intelligent flexibility

## Compensation/Benefits

Washington Mills offers a comprehensive and competitive benefit package including:

- Paid at a rate commensurate with experience
- Medical and dental plans heavily subsidized by Company when working thirty hours or more
- Company-paid life insurance
- 401(k) with an employer match and employer discretionary contribution at six months
- On-site parking
- Immediate paid vacation and holidays
- Family-friendly sick and personal leave

If interested, please send resume to: [niagarafallsjobs@washingtonmills.com](mailto:niagarafallsjobs@washingtonmills.com).

The above statement reflects the general details considered necessary to describe principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

***Washington Mills is an Equal Opportunity Employer committed to workforce diversity. M/F/D/V. Qualified minorities, women, individuals with disabilities, and veterans are strongly encouraged to apply.***