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# Example of Environmental Compliance Specialist Job Description

Our company is looking for an environmental compliance specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for environmental compliance specialist

* Lead Environmental Work Group to implement and sustain ISO-14001 Standard
* Evaluate risks & incidents and identify areas where costs and loss can be improved
* Lead Hazard Communication Compliance for the plant
* Development of environmental training materials
* Maintenance of the site pest management program
* Develop, coordinate and implement environmental programs, policies and procedures to ensure compliance with federal, state, local and site permit and regulatory requirements
* Create and manage a database for all regulatory permits and related documents
* Develop a compliance calendar and meet all calendar deadlines
* Develop standard protocols to conduct routine inspections and audits to assure continued compliance with site environmental requirements, commitments and procedures
* Lead the investigation of all facility Notice of Violations (NOVs) and coordinate the development of action plans

## Qualifications for environmental compliance specialist

* Bachelor’s degree in a natural science field of study
* Detail oriented, self-motivated and works as a team player
* Assists in resolving treatment issues
* Excellent communication (written and oral) skills, including technical report writing and data evaluation capabilities detailed field (on-site) observations and associated documentation
* Applicants selected for this position will be subject to a comprehensive government security investigation and must meet eligibility requirements for access to sensitive information
* A BS/BA in Environmental Science, Biology, Chemistry, or Safety and Occupational Health preferred, and 5+ years’ experience with environmental compliance is required