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# Example of Environmental Compliance Specialist Job Description

Our company is hiring 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

* Identifies problems and recommends corrections
* Oversee the preparation of all required routine and non-routine environmental documentation and reports to corporate and regulatory agencies
* Participate in the chemical product evaluation and approval process
* Keep departments up-to-date on new or revised environmental regulations that may be relevant to production, construction, and facilities processes
* Responsible for regulatory filings, permit applications, keeping records and other paperwork that may be required by regulatory agencies
* Coordinate the Environmental Team’s compliance calendar and task tracking system
* Assure compliance Refrigerant Management regulations for the Fremont Factory and ancillary locations
* Educate design teams about equipment specifications and permit requirements for operation and administer trainings on Environmental topics
* Evaluate standard and complex wireless facility projects for compliance with the FCC’s National Environmental Policy Act rules and adherence to the Comprehensive Environmental Response Compensation, and Liability Act’s due diligence standards
* Order and monitor progression of consultant services for non-standard wireless facility projects, ensuring deliverables are on schedule and meet quality expectations

## Qualifications for environmental compliance specialist

* Demonstrated ability to prepare concise and accurate technical documents
* A 4 yr degree in physical, chemical or environmental sciences may be substituted for experience
* Minimum of Associates degree in Biology, Chemistry or equivalent environmental area
* Ability to effectively present information and respond to questions from groups of managers, customers, and employees
* Bachelors (B.S.) degree in occupational health and safety, industrial hygiene, environmental sciences, engineering, or science-related field
* While performing the duties of this job, the employee may be exposed to high, precarious places and toxic or caustic chemicals