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# Example of Environmental Compliance Job Description

Our company is growing rapidly and is hiring for an environmental compliance. 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

* Responsible for supervising work of outside contractors during performance of asbestos, mold, lead and/or other hazardous waste removal and testing to ensure adherence to federal, state and local regulations company policies and procedures
* Prepare Wastewater permits and permit renewals
* Prepare Hazardous Material Business Plans (CA)
* Assist in development and implementation of new and updated environmental programs and procedures
* Support and work with Director of Environmental Compliance to augment programs related to resource conservation, recycling, and pollution prevention programs including company sustainability initiatives
* Perform facility audits and inspections
* Manage and coordinate with environmental service providers (waste management, waste minimization, and recycling) to ensure necessary services are being performed
* Review inspection reports and citations from environmental regulatory agencies
* Assist with EPA RMP and OSHA PSM compliance and reporting requirements
* Assist with Department of Homeland Security Reporting requirements related to distribution centers

## Qualifications for environmental compliance

* Up to 3 years’ experience, including willingness to travel for field assignments
* Exceptional writing skills are mandatory
* Minimum 3 years of experience in environmental regulatory compliance for consumer products is required
* Must have ability to understand and summarize complex laws and regulatory documents
* Must have strong Knowledge of consumer electronics products and home appliances
* Must have the ability for innovative thinking with passion in this field