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# Example of Environmental Coordinator Job Description

Our growing company is looking to fill the role of environmental coordinator. 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 coordinator

* Prepare, submit and track regulatory filings for licenses & permits
* Review audit results follow up on exceptions and recommend corrective action
* Maintain site identification numbers and hazardous waste generator status for all stores in assigned geography
* Update and distribute individual store Emergency Contingency Plans as required
* Fostering employee safety team activities that contribute to improved employee involvement in the safety program (BBS, Ergonomics, JSA, 5S)
* Collects a variety of technical, environmental and regulatory data that include analysis of reports, inventory and scheduling
* Maintain waste specifications, material labels and tracking documents for routine waste collection and projects
* Support audits and self-assessments of environmental programs and procedures to maintain regulatory compliance
* Provide general vendor supervision and performs routine tasks to properly manage, store, transport and/or dispose of hazardous waste/PCB waste
* Assists in preparation of various forms & documents required for hazardous and non-hazardous shipments in accordance with USEPA, NJDEP and local requirements and internal procedures

## Qualifications for environmental coordinator

* Graduation from an accredited college or university with a Bachelor’s degree in Safety Management, Environmental Health and Safety Management, Environmental Science, Environmental, Civil or Chemical Engineering or a directly related field, plus three years of work experience developing, analyzing and monitoring environmental health and safety programs, or an equivalent combination of education, training and experience provided that the minimum education requirement is met
* Technical experience in filing & reviewing air permit applications, EPCRA forms, wastewater permits
* Ability to work with multiple types of individuals and personalities required
* Must be able to work independently, , effectively perform as a member of cross-functional teams
* Observes environmental, safety and security procedures
* Bachelor’s degree(BA/BS) and a minimum of 9 years direct related experience