



# Example of Environmental Compliance Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of environmental compliance specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for environmental compliance specialist

- Comply, manage, and drive health and safety requirements for a facility
- EHS auditing (environmental media, OSHA compliance, DOT compliance), and compliance
- Prepares and maintains sampling plans including monthly bacteriological, lead and copper, disinfection by-products, and others for all systems and updates sample sites as needed
- Collect data from flow recorder data recorders and pressure recorders
- Provide oversight and direction for day-to-day compliance with applicable air, hazardous waste, wastewater and storm water permits, plans, regulations
- Ability to interpret environmental laws and permit requirements, stay abreast of the changing regulatory landscape and analyze the various options for complying with new regulations and permit requirements
- Coordinate the reporting and record keeping activities for facility's permits and other environmental regulatory reporting requirements and corporate sustainability data tracking requirements
- Update, maintain and implement site HazMat Contingency Plan and provide support with maintaining the site's Business Continuity Plan
- Interface with Environmental Regulatory Agencies, Corporate environmental health and safety leadership & lead inspections and audits
- Maintain and update Hazardous Waste Management program

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- Five (5) years experience in water, wastewater, and laboratory operations
  - Responsible for organizing functions and activities related to environmental management and water quality for assigned facility
  - Investigates water quality complaints in the field and determines course of action needed
  - Two (2) to four (4) years experience in water, wastewater, or environmental compliance
  - Demonstrated interest in understanding and evaluating environmental impacts associated with energy and mining development and construction projects
  - Strong analytical and communications skills are a must