



HOLYOKE GAS AND ELECTRIC DEPARTMENT

99 Suffolk Street
Holyoke, MA 01040

EH&S Specialist

City of Holyoke Gas & Electric Department

Formed in 1902, HG&E is a municipally owned utility that provides electricity, natural gas, and fiber optic internet services to over 18,000 customers. Our mission to our customers is simple: "We will provide competitive energy rates, reliable service, and excellent customer service". We are currently looking for a qualified candidate to fill a vacancy.

POSITION OVERVIEW

Under the direction of the EH&S Coordinator assist in the planning, implementing, and maintaining a variety of health, safety and environmental programs to assure the highest possible degree of safety for employees and compliance with environmental regulations. Maintain various records, schedule events as needed and manage projects Help create work procedures, recommend policies and working rules & regulations. Enforce EH&S rules and policies with employee's supervisors and outside contractors. Assist in managing hazardous/universal waste operations (collection & disposal), manage and implement waste site remediation projects, implement and maintain environmental permitting of air, water, hazardous materials, solid waste, with primary responsibility going the EH&S Coordinator. Help with Emergency spill response, work related injury and illness reporting/response. Incident investigation and reporting as needed. Other duties as assigned.

SUPERVISION RECEIVED

Superintendent
EH&S Coordinator

DIRECT REPORTING STAFF

None

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

- Help monitor and maintain all actions necessary to ensure HG&E is compliant with all local, state and federal agency regulations.
- Recommend development and managing site specific EHS compliance programs based on federal, state and local regulations. Examples of programs include: Lockout/Tagout, Hazard Communication, Respiratory Protection, Confined Space Entry, Emergency Action, Fire Prevention, First Aid, Hearing Conservation, Asbestos, Spill Response/Reporting, PCB, Lead, OSHA Recordkeeping, First Aid/CPR, Waste Minimization, Waste Management, Soil Management Plan, Contingency Planning, Spill Prevention Control and Countermeasure (SPCC), etc.
- Work closely with field representatives and management to resolve identified safety and environmental issues.
- Participate in the review of Safety Personal Protective Equipment as well as other related safety equipment.
- Assist with identifying trends for purposes of developing mitigation strategies to reduce the frequency and severity of these occurrences.
- Complete or coordinate hazard assessments/analyses, industrial hygiene monitoring, incident investigations, environmental/safety reports, and permits applications.

- Assist with specialized accident/incident reports, root cause analysis, system safety assessments and corrective action plans
- Work closely with all HG&E divisions to document and track accidents and incidents.
- Complete environmental reporting, including EPCRA Tier II, Hazardous Waste Manifest, NHESP, MADAR, MADEP, NPDES Discharge Reporting, MA GHG and U.S. EPA GHG Inventory Reporting and Documentation.
- Assist with EHS audits/inspections and providing recommendations for corrective actions.
- Assist with EHS worksite observations of employees and contractors.
- Assist with EHS management systems development, including drafting of standard operating procedures, guidance documents, and training programs.
- Help manage Learning Management System (LMS) and employee training/certifications
- Assist with the management of hazardous waste, including waste characterization, satellite area inspections, training, and correspondence with government agencies.
- Ability to perform night and weekend Safety & Environmental Response Duties
- Respond or report to work as directed by supervisory personnel for emergencies, extreme weather conditions or any other abnormal conditions.
- Performs related duties as required
- Regular and reliable attendance.

QUALIFICATIONS REQUIRED AT HIRE (List knowledge, skills, abilities)

a.) Working Knowledge of:

1. Environmental, health, and safety codes and regulations affecting all facets of the Department Civil engineering and the physical and biological sciences to the protection and improvement of air, land and water resources.
2. Proficient with Microsoft Office Products (spreadsheets, databases, and word processing applications).

b.) Ability to:

1. Work independently
2. Read & Interpret complex regulations such as: OSHA, NFPA, ANSI, MA DEP, EPA, NHESP etc.
3. To respond quickly to and handle emergency situations in a calm, professional, and organized manner.
4. Strong Written and Verbal Communication Skills at technical and construction labor levels.
5. Act as a team member and leader.
6. Skills in communication, strategy development, planning, customer service and project management.
7. Ability to assist in developing and administering contracts.
8. Tolerate changes in outside temperature from winter to summer and tolerate dust, pollen, wind and rain. Sit or stand for long periods of time. Climb Steps. Walk on uneven or steep ground.

QUALIFICATIONS ACQUIRED ON JOB (List knowledge's, skills, abilities)

- Department Policies and Procedures

MINIMUM ENTRANCE REQUIREMENTS

- Associate Degree in Health & Safety or equivalent combination of education and experience.
- 1 to 2 years of related experience in the EHS field and successful demonstration of key responsibilities.
- Demonstrates knowledge and principles of field and applies through successful completion of assignments.
- Successfully applies knowledge of fundamental concepts, practices, and procedures.
- Applied knowledge in OSHA regulations as well as knowledge of EPA and MA DEP, and other federal, state and local regulations.
- Experience in compiling, analyzing and reporting information into databases.
- Effective organizational, analytical, multitasking, time management and interpersonal skills.
- Ability to demonstrate strong analytical, communication and report writing skills.
- Knowledge of Microsoft Word, Excel and Database applications.
- Ability to effectively communicate with regulatory agencies, community organizations and others on technical and sensitive matters.
- Ability to work independently and as part of a team with the ability/desire to lead tasks. Focus and attention to detail.

PREFERRED ENTRANCE QUALIFICATIONS (In addition to above)

- BS/BA in related discipline or equivalent position.
- 2-5 years of experience in the utility and/or construction field
- Applied knowledge in MA/U.S. EPA GHG, Mass Contingency Plan (MCP), MADAR, NPDES.
- OSHA 10/30 Certification
- 40 HR Haz-Woper Certification
- DOT Hazardous Materials & RCRA/MA DEP Hazardous Waste

REMARKS :

Successful candidate have a Valid Driver's License and must be able to pass pre-employment physical, drug screening, and criminal background check. Starting pay is dependent upon experience and qualifications. Interested Candidates should apply online at www.hged.com (Employment Opportunities). Send a cover letter describing in detail why your qualifications meet the announcement requirements along with your resume and salary requirements, and completed HG&E Job Application. Applications will be excepted until November 20th, 2017

Send all materials and HGED Application to:

City of Holyoke Gas & Electric Department
Attn: Terry Sweeney, Human Resources
99 Suffolk Street
Holyoke, MA 01040
TerrySweeney@hged.com

City of Holyoke Gas and Electric Department is an Equal Opportunity Employer. EEO/AA/M/F/D/V.

Working safely is a condition of employment at HG&E

No Phone Calls or Agencies please