



Innovative Chemical Technologies, Inc.

JOB TITLE: EHS&S Specialist

LOCATION: Cartersville, GA

FLSA STATUS: Exempt

PURPOSE:

Acts as an extension of the current Safety & Regulatory Team, with specific duties in the areas of chemical hygiene, waste management, safety training/communications/metrics, as well as assistance with inspections, including any documentation, monitoring, or reporting arising from such activities.

DUTIES/RESPONSIBILITIES:

- Strive for excellence in all work by focusing on continuous improvement, consistent work practices, and working with other co-workers for the betterment of the company while doing everything well with minimal errors or defects to ensure customer satisfaction and quality standards
- Maintains records, reports, and data capture via Excel spreadsheets, Chempax and Access databases such as:
 - TRI and Tier II
 - Biennial data report
 - NPDES recordkeeping
 - Waste management: air permitting and monitoring/recordkeeping, waste manifesting and disposal
- Inspections preparation, hosting, and follow up for NPDES, OSHA, GaEPD, EPA, Kosher/Klashrut
- Serves as Chemical Hygiene Officer for WG and RD sites; works with the EHS&S Manager and the Sr. Regulatory Manager to implement and ensure compliance with regulatory requirements and maintaining a safe work environment
 - Conducts lab safety meetings
 - Coordinates lab inspections with QC and R&D
 - Provides reports on chemical hygiene activities performed
 - Assists with developing and reviews SOP procedures detailing all aspects of proposed research activities that involve hazardous materials
 - Investigates and completes reporting form chemical related incidents and exposures
 - Provides general chemical safety information via emails, posting, and other forms of communication as directed
- Provides logistics support: import/export records and notifications, compliance with customs regulations, etc.
- Provides safety support for operations:
 - Daily walk-thru's to ensure compliance; reports findings
 - Classroom and web-based training (LMS); maintains Safety Skills database and reports for managers
 - Updates safety metrics
 - Conducts new hire safety orientation
- Assists with safety improvement in batch sheet authoring, revision, and approval, specifically appropriate PPE for chemical handling both in the lab and in operations.



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JOB REQUIREMENTS:

- Associates Degree or EHS Certification
- Must have the ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions and deal with abstract and concrete variables
- Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedural manuals, and government regulations; able to write routine reports and correspondence ability to effectively present information and respond to questions from groups of managers, clients, and customers
- Must be able to work cooperatively and constructively with regulatory agencies and inspectors
- Must have basic computer skills, and high skills using the following software types: Word, PowerPoint, Excel, Access
- Must have the ability to conduct internet searches to find online regulatory lists and safety related documents
- Ability to work with mathematical concepts such as probability and statistical inference; applies concepts such as fractions, percentages, ratios, and proportions to practical situations
- Must be thorough, organized and detail oriented
- Must be able to communicate clearly and concisely
- Must have initiative and the ability to work in a team-environment
- Must have the ability and flexibility to work over, or change shifts as needed when training or meeting with other shifts
- Some travel will be required between all ICT locations in Cartersville and Augusta. Travel to Augusta may require overnight stays

PREFERRED:

- Bachelor's' Degree
- EHS experience
- Chemical or Chemistry experience a plus
- Chempax database experience a plus

EXTERNAL WORKING RELATIONSHIPS:

- Occasional interaction when visitors and clients are touring facility

INTERNAL WORKING RELATIONSHIPS:

- Regular interaction with other departments, including but not limited to QA, Maintenance, R&D, Engineering, Shipping/Receiving, Supply Chain, and HR

PHYSICAL DEMANDS/EQUIPMENT USE:

- Frequently standing and sitting
- Regular walking, stair climbing, use of hands, speaking and hearing
- PPE when necessary
- Use of general office equipment, computer keyboard, printer, copier
- Occasional use of ladders
- Occasional lifting of items up to 40 lbs
- Respirators and face shields worn when necessary, appropriate facial grooming required to ensure effectiveness
- Safety glasses and safety shoes worn at all times when in production and warehouse areas



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WORKING CONDITIONS:

- Working near moving mechanical parts, high areas, fumes and toxic chemicals
- Some outdoor work in all weather conditions
- Quiet to moderate noise levels, some areas require PPE use

NOTE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above listed are major responsibilities of this position. They are not intended to cover each aspect of the position, as the scope and duties of a given position may change, or be temporarily altered, based on the business needs of the Company. ICT, Inc. is an equal opportunity employer that values diversity at all levels. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.