



## **Environmental, Health, Safety, and Security Assistant**

### **Summary:**

This EHSS entry-level, career development position supports programs concerning ethanol plant EHSS compliance. This position works under immediate supervision of the regional Senior EHSS Manager. Responsibilities include assisting with employee training, using monitoring and test equipment, gathering data, preparing reports, and updating environmental management plans. While the position is largely focused towards environmental compliance, some overlap into safety and health can be expected.

### **Essential Functions:**

- Conduct/coordinate/support Environment, Health, Safety, and Security (EHSS) training in accordance with applicable regulatory requirements.
- Conduct Leak Detection and Repair monitoring, data input and report generation at assigned plants to ensure compliance with applicable Subpart VV and VVa monitoring and reporting requirements.
- Conduct inspections using established checklists to document compliance with environmental or safety requirements
- Collect environmental samples (soil, air, water, waste, etc) as directed.
- Collect safety compliance information, conduct equipment inspections, and provide employee safety support.
- Promote EHSS awareness at the plant and monitor for EHSS compliance.
- Provide support for the EHSS committees at sites where needed.
- Communicate with the EHSS Manager and follow through with their directions, suggestions and concerns.
- Assist Senior EHSS Manager in developing and implementing policies and procedures to go above and beyond those required by local, state, and federal regulations pertaining to EHSS.
- Provide support for investigations for EHSS related incidents and near misses.
- Follow-up and track corrective actions for incidents in a timely manner.
- Maintain up-to-date records at all times to comply with inspections by state and federal agencies.
- Keep all regulatory related records and reports on file for the required amount of time.
- Willingness to learn the process of an ethanol plant, the associated environmental permits and regulations, and work in a team atmosphere.
- Other tasks as necessary to support the EHSS department

### **Knowledge, Skills and Abilities**

- Basic knowledge of federal, state, and local regulations dealing with environmental permitting, air and water quality (Title V a plus), hazardous waste, emergency response and mitigation, water use and discharge, storm water, leak detection and repair, spill prevention controls and countermeasures, risk management and facility response plans. Knowledge of process safety management and OSHA general industry standards a plus but not mandatory.
- Detail-oriented; proficiency for accuracy; dependable; positive attitude; team player
- Strong MS Office experience and proficiency with developing and using spreadsheets and/or databases.
- Ability to multi-task and take ownership of assigned projects
- Ability to lead by example
- Good communication skills, both written and verbal
- Ability to travel to at least 2 other facilities on a monthly basis to perform essential functions such as LDAR inspections
- Ability to traverse rough ground, climb or descend stairs and ladders while carrying equipment (weighing up to 25 lbs) and to work at heights or in enclosed spaces
- Work includes both an office and outdoors in all seasons.

### **Essential Requirements**

- Bachelor degree in science, engineering, or related field required and 0-3 years experience in related field. Transcripts required, 3.0 GPA minimum required.
- Must be willing to relocate as advancement becomes available
- Travel up to 25%

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*All potential employees of Green Plains Renewable Energy, Inc. will be required to successfully pass a pre-employment drug screening and background check prior to employment.*

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*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.*