



JOB DESCRIPTION

Job Title: EHS MANAGER

Department: Administration

Date: June 6, 2025

Reports to: President

FLSA Status: Exempt

Job Summary:

The primary purpose of this position is to ensure the Company's compliance with all relevant laws, regulations, and standards as they apply to regulatory and safety requirements applicable to the paint and coatings process manufacturing industry.

Essential Functions:

- Develop, implement, review, and maintain Safety Data Sheets, finished product labels, and all components of OSHA Process Safety Management (PSM) to ensure regulatory compliance is met.
- Prepare, process, and file regulatory reports, registrations, and permit requirements accurately and on time (e.g., EPA, Storm Water, Chemtrec, USMCA, South Coast, RCRA, Waste, SARA 312, Rule 314, Fee Emissions, Fee Exceedance, DOT, SARA 313, Extended Producer Responsibility (packaging), Hazardous Chemicals).
- Perform global inventory requests for raw materials when applicable.
- Enter Trading Partner information for new customers in Product Vision software.
- Respond to Chemtrec incident notifications and reporting as the designated Company official; Communicate all incidents to required Company personnel.
- Research and interpret safety and environmental regulations to understand their impact on the Company and to continuously improve safety performance and environmental stewardship.
- Develop, implement, and manage comprehensive EHS programs that align with organizational goals and regulatory requirements.
- Promote a strong safety culture to prevent accidents and minimize environmental impact.
- Conduct and/or coordinate worker training on laws, safety, regulations, hazardous conditions, HAZCOM requirements, operating procedures, and safety equipment use as required by applicable local and government agencies (e.g., OSHA, EPA, DOT, NFPA).
- Lead accident investigations with management and workforce to identify root causes and recommend procedural, process, or equipment changes to eliminate hazards.
- Create and update emergency response plans and procedures, and coordinate regular drills and exercises to ensure preparedness.
- Communicate all safety or regulatory concerns or new regulation updates to management.



- Collaborate with Department Managers and Supervisors to assess and recommend improvements to procedures, processes, and equipment to enhance safety and reduce risks.
- Schedule and lead Safety Team meetings and process minutes for review by Supervisor(s) and Department Managers, along with recommendations for overall safety improvements.
- Attend mandatory monthly Safety Council meetings and other regulatory and safety-related meetings, webinars, seminars, etc., as they apply to applicable governmental updates.
- Create, update, and perform audits for all regulatory and safety-related documents and training using an online compliance software program.
- Represent and respond to regulatory audits and inspections, as required, or in collaboration with other Company officials.
- Attend weekly Staff meetings every Monday at 1 pm.

Qualifications:

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

Skills / Requirements:

- Strong understanding of environmental and safety regulations, risk management, communication, and leadership abilities.
- Accuracy with strong attention to detail and managing deadlines.
- Read, write, comprehend, and communicate, both written and verbally, using the English language.
- Effectively present information in a one-on-one and/or small group setting.
- Perform basic math, including addition, subtraction, multiplication, and division using weight measurements, volume, and distance.
- Conduct detailed but involved written and oral instructions.
- Effectively lead by example, teach, and train others.
- Comply with all safety and regulatory requirements and Company policies.
- Proficient in Microsoft Office, including Word, PowerPoint, Excel, and Outlook.
- Accurate and detailed recordkeeping, including data entry, audit, and retrieval.

Education / Experience / Certifications:

- A bachelor's degree in a related field such as environmental science, occupational health and safety, industrial engineering, or similar is *REQUIRED*.
- Minimum 3-5 years' related experience in the paint and coatings industry *PREFERRED*.
- Experience using Product Vision, Bartender, or BasicSafe software is a *PLUS*.

**Physical Demands:**

While performing the essential functions of this job, the employee is frequently required to stand, sit, use hands and fingers, reach with arms, talk, walk, hear, and climb stairs. The employee may occasionally be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to see color, close vision, distance vision, peripheral vision, and depth perception.

Travel Requirements:

Monthly local travel is required by car. Occasional overnight travel may be required within the United States by car or plane.

Certificates / Licenses / Registration:

A valid driver's license is REQUIRED.

Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or similar *PLUS*.

Work Environment:

While performing the essential functions of this job, an individual will be sitting at a desk in an office setting (controlled climate) using standard office equipment, including a computer, fax machine, printer, scanners, copy machine, and phone. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually low to moderate. Occasional entry into a plant or manufacturing environment is required. The noise level in this environment is loud, with exposure to airborne particles and toxic or caustic chemicals.

Work Schedule:

This position is full-time and on-site, first shift.

Supervisory Responsibilities:

None

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of the activities, duties, or responsibilities required for this job. Duties, responsibilities, and activities may change, or other duties may be assigned at any time, with or without notice.