



## SAFETY AND ENVIRONMENTAL ENGINEER

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<b>DIVISION:</b>	USA	<b>JOB CODE:</b>	2239DR
<b>LOCATION:</b>		<b>JOB FUNCTION:</b>	Environmental, Health & Safety
<b>DEPARTMENT:</b>	USA Operations	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	EHS Division Mgr.	<b>EFFECTIVE DATE:</b>	04/15/25

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### JOB SUMMARY

Independently coordinate, implement and sustain the safety and environmental activities for US operations at assigned location(s). Collaborate with the USA Environmental, Health & Safety Division Mgr. and the sites' product and manufacturing team to review new or changed manufacturing processes and confirm compliance with safety and/or environmental requirements. Ensure compliance with all federal, state and local regulations related to safety and environmental activities. Assist in driving a behavior-based quality and safety culture characterized by accountability, commitment and teamwork.

### QUALIFICATIONS

#### Education/Experience

Bachelor's degree Chemical Engineering, Mechanical Engineering, or related discipline, plus a minimum of four (4) years of safety and/or environmental regulatory experience activities in a manufacturing environment; or equivalent combination of education and experience.

#### Knowledge/Skills/Abilities

**Engineering & Analytical Skills.** Working knowledge of and ability to understand chemical reactions and mass balances. Ability to evaluate safety and environmental needs related to proposed raw material, equipment, and process changes. Ability to review and interpret technical data and develop plans for corrective actions or improvement initiatives based on reviewed data and technical knowledge. Ability to review and characterize physical properties and hazards of materials, both individually and in combination with other chemical, environmental, and process risks. Ability to perform emission calculations. Ability to create CAD drawings to support safety changes and regulatory activities.

**Environmental, Health & Safety Skills.** Ability to communicate effectively with government organizations. Ability to work with existing third-party suppliers and effectively evaluate new third-party suppliers for items related to safety and environmental, including but not limited to testing services, training services, and equipment acquisition and services. Demonstrated track record of performing legally and ethically in a regulatory environment.

**Core People Skills.** Ability to positively interact, work collaboratively and communicate with a diverse group of people at all levels of the organization. High ethical standards and values. Ability to evaluate the regulatory needs in an area and identify an effective, practical path to compliance. Ability to interact and address behavioral deficiencies and introduce/implement desired changes in performance.

**Communication Skills.** Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs. Ability to communicate effectively with external regulatory agencies.

**Strategic Change Agent.** Courage to make and encourage others to make difficult decisions. Ability to foster commitment to the shared mission and vision of Pyrotek and actively lead in development/execution of strategic goals and objectives related to assigned responsibility.

**Leadership Skills.** Build a culture of tolerance, acceptance and civility by setting an example to team members. Ability to coach and motivate team members in planning, strategy, decision-making, teamwork, and process improvement. Ability to effectively manage team projects to completion according to schedule. Ability to provide regular performance feedback and to write annual performance reviews. Ability to foster attitudes, conditions and environments that guide teams toward excellence and a respectful, positive, transparent, and collaborative environment. Ability to develop team member skills and encourage growth, and to foster quality focus including improving product development processes and procedures.

**Computer/Applications Skills.** Proficient computer skills using a variety of software applications systems. Working knowledge of Microsoft Office Products. Ability to manage large data sets in pivot tables, lookup formulas, aggregate functions, and statistical analysis in Microsoft Excel. Ability to navigate and work within SharePoint, as well as accessing and effectively searching USA and State web sites for safety and environmental compliance information. Proficiency in Visual (ERP) to lead resolution of improvement initiatives, site safety and environmental activities, and in support of regulatory compliance.

**Core Business Skills.** Ability to exercise sound judgement and discretion in handling of proprietary and confidential information, including compliance to all company data protection policies. Ability to work independently, without significant direction and to use resources. Ability to use external information to identify legal requirements for safety and environmental questions. Flexibility to manage multiple demands across different product lines. Strong critical thinking skills, judgment and attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to prepare confidential reports and correspondence.

**Professional Investment.** Demonstrated commitment to professional development. Demonstrated passion for developing others.

**Travel.** Ability to travel domestically by land and air, up to 15%.

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

1. Independently and effectively coordinate, implement and sustain the safety and environmental functions for assigned USA operational sites.
2. Collaborate with USA Division EHS Manager and the sites' product and manufacturing teams to revise and/or develop manufacturing processes in support of improved safety or environmental performance.
3. Stay informed of evolving safety and environmental laws, and interpret and implement as they apply to sites, processes and products.
4. Thoroughly evaluate process data, product data, and product requirements to identify areas for improvement in safety, environmental, and sustainability practices, and recommend changes, as needed.
5. Accurately perform complex emissions calculations to prepare permits and reports required by new or existing legislation, revised manufacturing processes, or new processes.
6. Provide Safety Data Sheets (SDS) support for US products and processes.
7. Participate in or lead supplier safety and environmental audits as needed, including:
  - a) Conducting safety and environmental audits for site operations.
  - b) Conducting contractor safety and environmental audits for on-site contractors.
  - c) Providing guidance and solutions to audit findings in support of continuous improvement.
8. Lead improvement initiatives to improve site operations in areas of safety, and environmental.
9. Provide timely completion and reporting of required internal reports and metrics and externally required documentation including OSHA injury documentation, OSHA annual reporting requirements, and federal, state, and local environmental reports.
10. Manage documents and records within site's safety, and environmental areas to meet quality system requirements as well as any federal, state, and local requirements.

11. Provide regular site training to meet EHS training requirements for each supported site and provide ongoing site trainings as needed to assure compliance with safety and regulatory requirements and effective performance by team members in areas of safety and environmental activities.
12. Support behavior-based safety and environmental culture characterized by accountability, commitment and teamwork.
13. Provide hazard assessment analysis and follow-up activities for new processes and to review existing processes for changes in equipment or new legal requirements.
14. Provide site support to ensure successful completion of any required monitoring activities and testing activities to document and confirm regulatory compliance.
15. Interact with third party suppliers for activities supporting safety and environmental programs. Examples may include calibration services, analytical and testing services, SDS sourcing, and corrective action requests.
16. Promote and communicate Pyrotek's core values of working safely and meeting environmental regulations.
17. Supervise, coach support, train and develop personnel in assigned area; resolve personnel issues, redirecting complex issues to management and HR in a timely manner; directly manage team members, including assigning and reviewing work, evaluating performance/compensation, resolving grievances, administering disciplinary action, interviewing employment candidates, and effectively recommending hires and terminations in a timely manner.
18. Ensure effective communication of goals, objectives and expectations throughout assigned department/team members. Maintain the cooperation and support of team members company-wide through effective interdepartmental communication. Serve as a role model in areas such as professionalism, service orientation, agent of change, education, and commitment to organizational goals and objectives.
19. Foster attitudes, conditions and environments that guide your team toward excellence while acting with integrity and ethics aligned with Pyrotek core values. Create a work environment that helps foster tolerance, acceptance and civility and the ability and desire of team members to act in empowered ways. Actively reward / recognize team members to reinforce accomplishments and positive outcomes.
20. Determine the effectiveness of policies, procedures and projects/plans. Take appropriate corrective measures when necessary. Identify new applications, innovations, quality and/or safety improvements and report findings/results to management. Ensure all activities and operations are performed in compliance with federal/national, state/regional and local regulations.
21. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
22. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
23. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.
24. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety and Environmental Programs.
25. Actively support compliance with all relevant ISO management system standards by ensuring environmental management systems conform to the requirements of ISO14001:2015 on selected sites and communicating importance. Ensure responsibilities and authorities for relevant roles are assigned and communicated. Report to top leadership on performance of the EMS, including environmental performance, to promote continual improvement, align with the strategic direction, and ensure the EMS achieves its intended outcomes.
26. Participate in company/department meetings, training activities, continuing education programs and other associated activities.



- 27. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
- 28. As a member of the management team, promote and ensure compliance with Equal Employment Opportunity and Affirmative Action.
- 29. Perform other tasks as assigned.

**PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

**WORKING ENVIRONMENT**

Generally, work in an office and manufacturing environment with frequent entry into operations/manufacturing areas for site inspections, site evaluations testing, sample gathering, and process/product changes where moderate background noise, presence of natural or artificial light, exposure to work temperatures from ambient to controlled, hard surfaces for standing and walking, and moderate amounts of airborne dust and graphite particles may be present. Personal Protective Equipment (PPE) such as approved footwear, respirator, and safety goggles/glasses may be required.

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Team Member’s Signature

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Date