



SAFETY & ENVIRONMENTAL TECHNICIAN

DEPARTMENT: Operations Mgmt. - Indirect	REPORTS TO: Safety & Environmental Engineer
DIVISION: Sanborn	FLSA STATUS: Nonexempt
JOB CODE: 2654	EFFECTIVE DATE: 10/07/24

JOB SUMMARY

Support plant leadership and operations by assisting in the coordination, implementation, and sustainability of safety and environmental programs.

QUALIFICATIONS

Education/Experience

Associate's degree in Environmental Science, Technology, Engineering, or STEM related field, plus two (2) years of experience in a manufacturing environment, preferred, or equivalent combination of education, training, and experience.

Knowledge/Skills/Abilities

Technical Skills. Ability to read, interpret and apply instructions. Ability to perform basic math (addition, subtraction, multiplication, and division), and take measurements using a tape measure and other measurement tools. Ability to be trained and use scissor lift and other equipment needed to perform environmental and safety tasks. Ability to obtain and maintain forklift certification.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations.

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 appropriately and professionally with external parties.

Computer/Applications Skills. Working knowledge of Microsoft Office Products such as Word, Excel, PowerPoint, and Outlook.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondences.

Professional Investment. Demonstrated commitment to own personal professional development and learning.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Support and contribute to the environmental and safety functions at the facility, by:
 - a) Actively inspecting equipment, work areas and procedures for compliance with established safety rules and regulations.
 - b) Surveying work areas for potential safety hazards, recording findings, and communicating/reporting to supervisor(s), as needed.
 - c) Collaborating with various departments and personnel to gain an understanding of potential safety risks and safety-related opportunities, and participating in improvement initiatives and programs, as needed.
 - d) Assisting with incident reports, hazardous chemical and waste management, and emergency drill protocols.
 - e) Promoting an atmosphere of environmental and safety continuous improvement and compliance, characterized by accountability, commitment, and teamwork.
2. Support supervisor in meeting compliance, reporting and other environmental and safety requirements, by:
 - a) Assisting in the development, organization, completion, and issuance of essential documentation.
 - b) Assisting with developing, improving, and providing thorough training to ensure compliance with the quality management system program.
 - c) Accurately inventorying and inspecting environmental and safety program elements to ensure compliance and meet precautionary needs.
3. 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.
4. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
5. 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.
6. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
7. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
8. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
9. 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 within an office and manufacturing environment, with exposure to fumes or airborne particles, a moderate level of noise, and moving mechanical parts such as overhead cranes, vibration and moving vehicles. Personal Protective Equipment (PPE) such as approved footwear, respirators, and safety glasses/goggles, may be required.

Team Member's Signature

Date

Manager's Signature

Date