Regulatory Compliance Manager	
Department:	Safety
Supervisor:	Plant Manager
Work Schedule:	Regularly scheduled Monday – Friday days. May be called-in outside of regular hours. Plant is operational 24 hours a day/ 7 days a week.
Location:	Production facility in Fairmont, NE; Aberdeen, SD; or Huron, SD
FLSA Status:	Exempt
Hourly or Salary:	Salary
Full or Part-Time:	Full-time

Summary

Regulatory Compliance Manager is responsible for managing all aspects of environmental, health, and safety at the production facility. Ensure all environmental permits are current; regulations are followed; monitor, test, and record environmental data. Maintain and ensure an overall safe work environment, provide staff training, conduct internal audits.

Key Responsibilities

- **Environmental**
  - Manage all state and federal mandates as they pertain to all environmental regulations of plant operations (Air, Water, Waste, Rail, Land Use, etc)
  - Understand and implement regulatory policy changes into company programs
  - Collect data, maintain records, submit required reports timely to state and federal agencies as required such as Air Emissions Inventory, Toxic Release Inventory, Water Discharge Monitoring, Leak Detection & Repair (LDAR)
  - Ensure all environmental permits are current and records are maintained
  - Ensure all compliance audits are performed, gaps are communicated and plans are implemented to close gaps
  - Perform environmental testing and procure samples as needed
  - Arrange for third party audits as required per regulatory requirements
  - Ensure all plant modifications receive appropriate permitting approval in a timely manner to support implementation schedule
  - Develop and maintain positive proactive relationships with regulatory contacts
  - Perform other duties as assigned
- **Safety**
  - Develop, provide, and document staff training in compliance with OSHA regulations
  - Implement and maintain a comprehensive Process Safety Management (PSM) program
  - Document and perform the initial investigation into incidents, accidents, injuries & return to work releases

- Maintain and coordinate Material Safety Data Sheets
- Perform or authorize necessary industrial hygiene testing such as Noise Surveys, Audiometric Testing, etc.
- Conduct internal audits and training program audits
- Maintain adequate inventory levels for all safety equipment, ensure equipment functions properly and is updated as needed.
- Audit all Safety Permits (Hot work, Lockout/tagout, Confined space)
- Conduct new employee and contractor safety orientation
- Perform or authorize weekly, monthly and yearly testing of all fire and safety equipment and maintain documentation of test
- Develop and work with local Emergency Response teams to plan for possible disasters
- Create and promote plant safety committee

- **Security**
  - Develop, implement and maintain the facilities site security plan
  - Proactively seek to improve site security technology
  - Provide security training to employees at least every 3 years

Skills & Qualifications

(Consideration will be given to individuals with an equivalent combination of education and experience)

- **Education**
  - 4 year BA/BS College or University Degree in related field preferred
  - 2 year Associates Degree desired
- **Experience**
  - 5 years experience in the operation of a process manufacturing facility subject to OSHA 1910 and applicable EPA regulations preferred
- **Certifications (**may be obtained post-hire)
  - Required: HAZWOPER 24 Hour, OSHA 30 Hour, Grade IV Licensed Water Operator (Nebraska only) (not required in SD)
  - Optional: Certified Hazardous Material Manager (CHMM), Certified Safety Professional (CSP)
  - CPR/AED and First Aid Certification
- **Communication Skills**
  - Able to verbally communicate to others and work well as a team
  - Able to write and maintain detailed reports and other records
  - Able to read and interpret documents and drawings
- **Computer Skills**
  - Knowledge and ability with basic office computer software such as Microsoft Word, Excel, and Outlook and the ability and willingness to learn new software applications
  - Familiar or experience with DCS control systems beneficial
- **Other**
  - Follow procedures for plant operations and safety

Physical Requirements & Work Environment

- **Physical Requirements**
  - Climbing several flights of stairs and ladders
  - Work at high elevations
  - Walking of two or more miles per day
  - Work in confined spaces
  - Lift, move and/or carry up to 50#
  - Standing for extended periods of time
  - Sitting for extended periods of time
  - Work in extreme temperatures
  - Bending, twisting, and turning
- **Work Environment:**
  - While performing the duties of this position, the Environmental Health & Safety Manager will be exposed to moving mechanical parts; dusty conditions; high noise levels; chemicals, and internal and external temperature/weather conditions that may be extreme at times.