



## Global Position Profile

Global Position Name	Function	Comp Class
Environmental Analyst	Manufacturing	CC01

### Job Summary

Performs routine functions related to a site's environmental permit requirements, environmental objectives and targets, and the overall Environmental Management System (EMS). Routine functions may include the gathering of emissions and discharge data, visual site inspections, sampling wastewater discharges, maintaining waste accumulation areas, labeling waste containers, and other related duties, as directed by the site Environmental Supervisor or Environmental Manager. Assists with the application of engineering and administrative controls to reduce the environmental impacts associated with site operations. Supports the collection of site environmental KPIs for use at the site, BU and Corporate levels.

### Key Responsibilities

Supports implementation and maintenance of the site Environmental Management System, control of significant aspects and achievement of environmental objectives/targets.  
Supports regulatory compliance efforts and other programs applicable at the site including storm water management, employee training, recordkeeping/reporting, and other associated environmental programs at a facility.  
Monitors the day-to-day operations associated with pollution prevention, waste management, air quality, water quality and related programs.  
Assists with internal and external environmental audits; resolves basic issues identified in audits; updates EMS documentation.

### Qualifications and Competencies

#### Skills

Analyze Issues - Gathers relevant information systematically; considers a broad range of issues or factors; grasps complexities and perceives relationships among problems or issues; seeks input from others; uses accurate logic in analyses.

Establish Plans - Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals; integrates planning efforts across work units.

Air Quality Management - Effective air quality management supports an overall commitment to protecting the environment and to the sustainable use of our natural resources. These responsibilities include routine air monitoring, record keeping, reporting, employee training, facility inspections, compliance auditing, and interacting with the associated regulatory agencies. An important aspect of air quality management is the ongoing effort to reduce the emissions of pollutants of concern, such as carbon dioxide (greenhouse gas), oxides of nitrogen and sulfur (acid rain precursors), particulates, chlorofluorocarbons (ozone depleting), and other organic and inorganic compounds. Effective air quality management also involves efforts to control the fugitive emissions that may result from various painting, cleaning, machining, and other industrial operations.

Waste Management - Waste Management is the area of the environmental management field that focuses on reducing the quantity and toxicity of wastes. These responsibilities include waste characterization, record keeping, reporting, employee training, facility inspections, compliance auditing, recycling, waste disposal, and interactions with regulatory agencies. A very important aspect of an effective waste management program is waste prevention, which supports our commitment to the sustainable use of natural resources. Waste disposal requires properly packaging, labeling, marking, and transporting waste materials in a manner that is consistent with the associated regulations.

Water Quality Management - Water Quality Management is the area of the environmental management field that focuses on reducing consumption of water and controlling the associated discharges to soil and water resources. These responsibilities often include water quality monitoring, record keeping, reporting, employee training, facility inspections, compliance auditing, and interacting with the associated regulatory agencies. An important aspect of water quality management is the ongoing effort to reduce the discharges of pollutants of concern, such as petroleum compounds, metals, and other organic and inorganic compounds. In addition to controlling the industrial discharges to the environment, proper water quality management also requires proactive control of surface water run off resulting from precipitation and snow melt.

Spill Prevention and Emergency Response - Spill prevention and emergency response involves the application of both process and engineering controls to prevent accidental releases to the environment. Effective spill prevention and response programs are multifaceted in that they often include employee and contractor training programs, development of procedures and work instructions, leak detection systems, secondary containment structures, monitoring equipment, routine inspections, comprehensive emergency response plans, internal spill response teams, arrangements with local response agencies, spill response equipment, personal protective equipment, and routine spill response exercises. Any release to the environment should be followed by a root cause analysis and the implementation of preventive/corrective measures.

Hazardous Materials Management - Hazardous Materials Management includes the regulations, policies, and procedures that are developed to ensure that hazardous materials are managed in a way that is protective of people and the environment. Hazardous materials management programs typically address the transportation, transfer, storage, and use of hazardous materials, which may include fuel, paints, solvents, corrosives, lubricants, and compressed gases. Critical to these efforts is an understanding of the hazards associated with these materials, the effective implementation of employee training programs, the identification of potential pathways to the environment, and the proactive coordination of prevention and response programs with employees and local emergency response agencies.

Environmental Training - Environmental training programs are required in order to meet applicable regulatory requirements, as well as to meet internal Environmental Policy commitments and to support the achievement of our environmental performance targets. Required training often include topics such as ISO 14001, environmental procedures, environmental objectives/targets, emergency preparedness and response, hazardous materials management, storm water management, air quality management, water quality management, environmental auditing, pollution prevention, and industrial waste management.

### Education, Licenses, Certifications

College, university, or equivalent degree in Environmental Engineering, Environmental Science or related technical or scientific field required.

### Experience

Minimal level of relevant work experience required.