

GTUIT – Job Description

Title: EHS Coordinator/Specialist

Department: Operations

Reports to: Operations Manager

Status: Salary

Location: North Dakota

Date: 05/31/2017

Job Purpose: To ensure a positive safety culture by initiating, managing, and administering safety initiatives including coaching and training. The EHS Coordinator/Specialist is responsible for advising and facilitating compliance with Federal, State, and Customer regulations at the Corporate and District and Field levels as well providing technical support. The Coordinator is also responsible for providing pre-job customer support in the field and performing safety audits and spot checks as well as New Hire Safety Orientations.

Essential Duties / Responsibilities:

- Partners with Technical Specialists to review job parameters with Operations to understand job requirements to begin safe preparation for job and resource planning
- Bridge between field operations, maintenance team, engineering, and customer to ensure effective, efficient, and safe job execution
- Counsels employees on safety related issues, conducts performance evaluations with Operations Coordinators, and may be involved with interviewing and hiring of employees
- Monitors field employee's safety performance; conducts spot checks, checklist audits, and safety audits
- Collect, track, and document all necessary data and information on incidents and ensure data is properly distributed
- Oversee all Drug and Alcohol testing including new hire, random, DOT employees and report to the necessary parties all testing results
- Ensure all Workers Compensation and Potential Recordable injuries are investigated, documented, and discussed with all necessary parties
- Recommend EHS practices and communicate information as required
- Develop training materials, schedules, and programs. Maintain and review all current programs with proper documentation
- Ensure Emergency Response Plan includes incident investigation, coordination, and executing specific response with Operations Manager approval
- Ensure overall compliance with OSHA 300 logs, MSDS documentation, DOT, I.S. Network, PECPremier, etc., and all other required safety documentation for both shop and wellsite operations

- Maintains all safety equipment (fire extinguishers, eyewash stations, etc.) as well as needed documentation
- Communicates with Operations Manager if resources are required from the Maintenance, Procurement, Engineering, and Operation's teams.
- Maintain Safety Training files and records for all locations
- Responsible for Hazard Assessments for LOTO, PPE, Confined Space, H2S, Flammable gases and liquids, HAZ COM, and Environmental impacts
- Initiate Management reviews of BBS data and feedback
- Promotes GTUIT Safety Standards always: shop, yard, location, and while traveling
- Assists in executing jobs in the field when required
- Stay up on all EPA changes for refrigeration
- Attend Professional Development events
- Attend customer specific training and safety meetings
- Attend and lead all safety meetings
- All other duties assigned

Work Environment / Physical Abilities:

While performing the duties of this job the employee is regularly exposed to moving mechanical parts and outside weather conditions. The Employee is regularly exposed to fumes or airborne particles; toxic chemicals; risk of electrical shock and vibration. The noise level in the environment is moderate to loud. Employee may be exposed to flammable gas or liquids.

While performing the duties of this job the employee is regularly required to stand, sit, and walk; use finger, handle, or feel and reach with hands and arms, lift up to 50 pounds. Occasionally required to climb, balance, stoop, kneel, crouch, crawl; talk, hear, smell; and lift 50 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Position Requirements – Education, Skills, Abilities, Experience:

- Bachelor of Science Degree in a safety related field or equivalent
- 4-7+ years oilfield experience with 3 + years supervisory capacity or equivalent
- Certified Safety Professional certificate or equivalent
- Strong customer interaction skills
- Ability to prioritize and adapt quickly
- Ability to work as part of a team; strong sense of teamwork
- Problem recognition and solving skills
- Proven leadership skills
- Strong attention to detail and highly organized
- Experience with ASME Pressure Vessel Code and NEC Code required
- Proficient with Microsoft Word, Excel, Outlook, PowerPoint
- Ability to work a fluctuating work schedule and travel