

**ENVIRONMENTAL, HEALTH & SAFETY  
SPECIALIST**

**Location: Cape May-Lewes Ferry, Cape May, NJ**

**\$71,800 to \$88,000 (commensurate with skills)  
(Grade 107)**

**Opening Date: August 16, 2024**

**Closing Date: September 30, 2024**

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**I. POSITION SUMMARY**

The Environmental, Health & Safety Specialist is responsible for demonstrating and reflecting management's strong commitment to the environment and safety throughout the Authority by conducting audits and training at all facilities to reduce and eliminate workplace hazards and ensure that policies and procedures are being adhered to by employees. This position is also responsible for the management of emergency response protocols and drills. In areas not covered by regulation, this position will ensure that the Authority is an appropriate steward of the environment through the implementation of best management practices. This position will report to the Director of Environmental, Health and Safety.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in implementing safety programs to preemptively identify and eliminate all hazardous conditions at Authority facilities and conduct safety audits at all Authority facilities
- Assist with management of emergency response program including annual drills, tabletop exercises and response to incidents.
- Makes recommendations to the Director regarding development of and changes to policies, standards and procedures of the Authority based on industry trends and changing regulations
- Maintains high visibility and close contact with employees to consistently and continually reinforce environmental and safety standards and best management practices
- Assist with management of Stormwater programs for New Jersey and southern DE
- Conduct risk assessments under guidance of Director
- Respond to requests for on-site assistance or inspection of hazardous or potentially hazardous conditions including emergency situations
- Assist in developing and conducting a wide range of specialized training and educational programs for Authority employees based on incident trends and develop and deliver Authority-wide safety awareness seminars and conduct Safety Awareness talks
- Acts as a resource for Authority employees to address any safety issues and concerns and assist with accident/incident investigations
- Serves as the lead for risk management inspections, external agency inspections and provides communication support with external customers as required including emergency situations
- Supports environmental programs such as Spill Prevention, Control and Countermeasures (SPCC), Facility Response Plan (FRP), abatement projects, water quality sampling, air quality sampling and other programs as required and completes required external agency reports such as annual federal SARA reporting, universal waste generation, regulated material manifests, general permitting, and other reporting as required
- Serves as the Authority's lead inspector for all required inspections and monitoring
- Assists with developing and maintaining an annual database of all Authority permits and completes weekly reports that update the status of major environmental and safety initiatives and incidents

- Serves as a resident expert for the Authority on all environmental and safety topics required to conduct the business of the Authority and the resident expert for employee personal protective equipment program
- Administers the Authority's safety policies
- Other duties as assigned and required
- Provides the highest level of customer service and professionalism to all internal and external customers

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of safety regulations and program implementation;
- Knowledge of environmental permitting processes, regulations and reporting requirements;
- Excellent communication, presentation and writing skills;
- Must be able to work well with others in a team environment; experience in other EHS disciplines (safety, occupational health) an advantage;
- Computer literacy and proficiency;
- Strong analytical skills and ability to deal effectively and creatively with issues and problems;
- Ability to recognize existing and/or potential hazards, analyze those conditions and take action necessary to abate the problem
- Ability to use various scientific methods to solve problems
- Ability to establish and maintain effective working relationships with internal and external contacts
- Ability to work in emergency and hazardous situations
- Ability to provide superior customer service

### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Environmental Sciences, Engineering or a related field
- Minimum of five (5) years experience
- Completion of safety programs preferred
- Must complete the following safety programs within six (6) months of hire:
  - OSHA Safety Certificate Program
  - RCRA & DOT HAZMAT Training
  - HAZWOPER

### **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid driver's license
- Ability to obtain TWIC certification within six (6) months probationary period
- Safety training certificates a plus
- Environmental certifications such as Associate Safety Professional (ASP), Certified Safety Professional (CSP), Certified Hazardous Materials Manager (CHMM), Certified Hazardous Materials Practitioner (CHMP), or similar

### **VI. ADDITIONAL REQUIREMENTS**

- Subject to a background check
- Subject to a pre-employment physical examination and drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Must be able to work at heights up to 440 ft
- Must be willing to respond to incidents during off hours on a rotational schedule

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**If you are interested in applying for this position, please complete the on-line application at [www.drba.net](http://www.drba.net). In addition to the online application, please attach a current resume.**

**The Delaware River and Bay Authority is and Equal Opportunity Employer**