



Job Title: EHS Coordinator (Non Exempt position)

Department: Administration

Reports to: Safety & Risk Senior Manager

Hourly Rate: \$18.00 - \$22.00

Location: San Juan Bautista CA and Yuma, AZ

GENERAL PURPOSE OF THE JOB:

The EHS Coordinator will play a key role in supporting the Environmental, Health, and Safety (EHS) initiatives within the organization. This position is focused on assisting in the execution and coordination of EHS programs and activities to ensure compliance with regulations and promote a safe and healthy workplace. The EHS Coordinator will support the development of EHS reports, audits, Standard Operating Procedures (SOPs), Operational Procedures and Limits (OPLs), and programs to ensure the Company provides a safe workplace for employees and minimizes impacts to the environment. By working closely with the EHS team, managers, and employees, the EHS Coordinator will facilitate EHS training, maintain records, and promote best practices, thus helping drive EHS performance improvement at a plant level.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in researching EHS and environmental regulations to ensure compliance with all applicable laws and standards
- Participate in EHS compliance audits and support EHS Audits, providing assistance in gathering relevant information and data.
- Support the preparation of government reports, permits, and certifications as required.
- Assist in implementing EHS projects and initiatives, ensuring alignment with industry best practices.
- Participate in incident investigations, helping identify root causes and contributing to the development of corrective actions.
- Support the development of job safety analysis (JSAs) and Standard Operating Procedures (SOPs) as needed.
- Coordinate the execution of EHS training programs, including communication with employees, creating training lists, and tracking training records.
- Assist in developing and disseminating EHS communications to the workforce, promoting awareness of safety practices and procedures.
- Collaborate with plant leadership to facilitate light-duty opportunities and modified work arrangements for injured employees, where feasible.
- Assist in the creation of tailgate meetings, safety training materials, unsafe condition/act reports, and weekly/monthly safety reports.
- Provide and maintain EHS-related information, signs, posters, and barriers to warn of potential hazards and prevent access to unsafe conditions.
- Assist with the transportation of injured workers to medical providers, ensuring prompt and proper care.
- Conduct regular audits, such as extinguisher, ladder, eyewash station checks, safety equipment inspections, and air quality assessments.
- Participate in safety audits, identifying opportunities for improvement and sharing findings with the EHS team.
- Perform any other duties as assigned, contributing to the overall success of the EHS program.



SUPERVISORY RESPONSIBILITIES:

No.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B. A.) from four-year College or university; or have at least 1 to 6 months of experience working in a safety role.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

REASONING ABILITY:

Very High Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess valid CA driver's license and be insurable

COMPUTER SKILLS:

- Proficient in using computer applications and software for data management.
- Working knowledge of Microsoft Office suite of applications (Word, PowerPoint, Excel), web-based applications

OTHER QUALIFICATIONS:

- Have at least 1 to 6 months of experience working in a safety role.
- Ability to work collaboratively with teams and various stakeholders.
- Detail-oriented and capable of managing multiple tasks simultaneously.

EQUIPMENT USED:

Automobile, computer, printer and all office environment equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

APPLICANTS

Please send your resume to TLFHR@churchbrothers.com or Celeste.Arriaga@churchbrothers.com



Analysis of Physical Demands

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F=Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs				X		Reach over shoulder	X				
11-20 lbs		X				Reach over head	X				
21-50 lbs		X				Reach outward			X		
51-100 lbs	X					Climb	X				
Over 100 lbs	X					Crawl	X				
						Kneel	X				
<i>Pushing/Pulling</i>						Squat	X				
Under 10 lbs			X			Sit					X
11-20 lbs		X				Walk-Normal Surfaces				X	
21-50 lbs		X				Walk-Uneven Surfaces				X	
51-100 lbs	X					Walk-Slippery Surfaces				X	
Over 100 lbs	X					Stand			X		
						Bend	X				
<i>Driving</i>											
Automatic Trans				X							
Standard Trans	X										
<i>Other</i>											
Keyboard/Ten Key					X						
Fingering (fine dexterity)					X						
Handling (grasping, holding)					X						
Repetitive Motion - Hands					X						
Repetitive Motion - Feet		X									

