

Date: November 2022

POSITION: HSE Manager

Position Summary:

The Health, Safety and Environmental Manager is responsible for updating, maintaining and auditing HSE policies, procedures and plans for Woods Hole Group. This position is responsible for ensuring that Woods Hole Group is compliance with all agencies (OSHA, ISN and Veriforce) regulations, training, and any other requirements by such agencies, our insurance companies, and company requirements. The HSE Manager will serve as a subject matter expert on all safety, compliance, regulatory and related insurance requirements.

Duties and Responsibilities:

- Develops and maintain HSE program for all areas of the company.
- Act as Liaison with Woods Hole Group Management concerning HSE issues.
- Develop and implement inspection policies and procedures, and a schedule of routine inspections.
- Prepares and schedules training to cover emergency procedures, workplace safety, and other relevant topics.
- Monitors HSE Program to ensure compliance with the company, statutory and contractual requirements and industry best practices.
- Maintain and monitor regulatory requirements issued by OSHA, ISNetWorld (ISN) and Veriforce to ensure compliance with regulatory and industry requirements
- Provide HSE support to the broader CLS Group and Woods Hole Group sister operating companies as and when required.
- Performs other duties as assigned.

Supervisory Responsibilities: None

Knowledge, Skills, and/or Abilities Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, absent undue hardship.

- Bachelor's degree in Environmental Safety, Occupational Safety and Health, or related field required
- Five years of related experience preferred.
- Extensive knowledge of environmental regulations and policies.
- Excellent analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Proficient in technology and equipment used in environmental inspections.
- Proficient in Microsoft Office Suite or similar software.
- Full current driving license.
- Ability to work in the field.
- Ability to travel (without restriction) when required.
- Ability to work collaboratively in a team in addition to working independently on key tasks.

Physical Requirements:

- Physically able to conduct inspections and carry equipment used for inspections.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at a time



GENERAL INFORMATION:

- The position is a full-time, salaried position, salary commensurate with experience.
- The Woods Hole Group offers a full-time benefit package that includes 401(K) program, health insurance, and competitive vacation and sick time policy.
- This position will preferably be filled at our Bourne, MA, Corporate Headquarters, or our Richmond, TX, office.

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the company:

www.woodsholegroup.com

If this opportunity matches your experience and career visions,
please send resume outlining education, work experience and salary history to:

The Woods Hole Group, Inc.
107 Waterhouse Road
Bourne, MA 02532
E-mail: hsemanger@whgrp.com

AN EQUAL OPPORTUNITY EMPLOYER