

**Job Title:** Environmental, Health, and Safety (EHS) Coordinator  
**Department:** Human Resources  
**Reports To:** Senior Human Resources Director  
**Location:** Hibbing, MN  
**FLSA Status:** Exempt  
**Job Type:** Full-Time  
**Drug & Alcohol Policy Classification:** Non-mandate  
**Salary Range:** \$68,000-\$93,000 per year, depending on experience and qualifications.

## **Position Summary:**

The Environmental, Health, and Safety (EHS) Coordinator is responsible for implementing, coordinating, and monitoring environmental and safety programs to ensure compliance with federal, state, and local regulations. This role supports utility operations (e.g., electric, gas, water) by promoting a culture of safety, environmental stewardship, and regulatory compliance across all worksites.

## **Key Responsibilities:**

### **Environmental Compliance:**

- Ensure compliance with environmental laws and regulations (e.g., EPA, Clean Water Act, Clean Air Act).
- Maintain required permits and documentation (e.g., NPDES, SPCC, SWPPP, hazardous waste).
- Conduct environmental inspections and audits at utility facilities and field locations.
- Assist with spill response and incident investigations.
- Coordinate with regulatory agencies and environmental consultants as needed.
- Implement and monitor health and safety policies, procedures, and programs.
- Conduct routine site safety audits, job hazard analyses, and risk assessments.
- Deliver or coordinate safety training (e.g., confined space entry, lockout/tagout, PPE, fall protection etc.).
- Lead incident investigations, track corrective actions, and maintain OSHA logs.
- Promote employee awareness of safety protocols and emergency response procedures.
- Administer Workers' Compensation program.
- Maintain and update the EHS Management System and related documentation.
- Assist with the development and rollout of EHS policies and procedures tailored to utility operations.
- Prepare and submit regulatory reports (e.g., OSHA 300A).
- Track key safety metrics and provide regular reports to management.
- Maintain records for contractor safety compliance.
- Update and maintain compliance for Safety Data Sheets.
- Designated Employee Representative (DER) responsible for administration of HPU's Drug and Alcohol Policy.
- Administers HPU's apprentice program ensuring on the job safety hours are properly reported.

## **Minimum Qualifications:**

- Bachelor's degree in Environmental Science, Occupational Safety, Industrial Hygiene, or related field preferred.
- 3+ years of EHS experience, preferably in a utility or industrial setting.
- OSHA 30-Hour or other relevant EHS certifications preferred.
- Familiarity with EHS management systems, regulatory compliance platforms, and MS Office.
- Working knowledge of EPA, OSHA, DOT, and state utility regulations.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively across departments.
- Strong problem-solving and analytical abilities.
- High attention to detail and commitment to safety culture.

### **Preferred Qualifications:**

- Experience in the utility sector (electric, water, gas, wastewater).
- OSHA 30-Hour or other relevant EHS certifications preferred.
- Familiarity with SCADA systems, GIS, or CMMS platforms.
- CSP, CIH, CHMM, or other advanced EHS certifications are a plus.

### **Working Conditions:**

- Fieldwork and facility visits required; occasional exposure to hazardous environments.
- May require use of personal protective equipment (PPE).
- Must be available for emergency response and after-hours calls when needed.
- Physical Requirements:
  - Sitting 50%, Standing 25%, Walking 25%, Lifting up to 25 lbs

### **Benefits:**

- Competitive salary
- Retirement through Public Employee Retirement Association (PERA)
- 457(b) with Employer match
- Comprehensive medical, dental, and vision insurance
- Life insurance
- Employee assistance program (EAP)
- Generous paid time off (vacation and sick leave)
- Paid holidays

### **To Apply:**

Send resume and cover letter to [applicants@hpuc.com](mailto:applicants@hpuc.com)