

# Harcros Chemicals Inc

## Job Description

Job Title: Compliance Manager  
Job Code: 4310  
Division: ENGINEERING  
Department: 794  
Location: Kansas City, Chicago, Memphis, or Atlanta  
FLSA Status: Exempt

### SUMMARY

Harcros Chemicals Inc. is an employee owned company with a century in specialty chemical manufacturing and distribution. We currently have 2 manufacturing plants and 27 distribution facilities in 19 states. As we continue to grow we are looking for a Compliance Manager to support environmental, safety and security programs at our distribution and manufacturing facilities. The position also includes project management activities for construction and maintenance improvements. In addition, the Compliance Manager will assist in the development of the company's strategic plan for future engineering and risk management projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Providing leadership and guidance to manufacturing and distribution facilities on federal, state, local laws/codes, regulations, standards, and best practices not limited to the following areas: Clean Air Act, Clean Water Act, RCRA, EPCRA (TIER II, TRI), RMP, FDA, and PSM.
2. Audit compliance with the above programs.
3. Project/construction management and technical skills to define and manage projects to include: Environmental improvement, waste minimization, process improvement, cost savings, construction, and renovations.
4. Develop/write technical memos, regulatory reports, permitting, work plans, proposals, and cost estimates.
5. Coordinate activities with regulatory agencies for permitting and to verify compliance, resolve situations, and maintain a cooperative working relationship.
6. Coordinate waste profile and disposal including Hazardous, Non-Hazardous, Universal, and Special Wastes.
7. Participate in incident investigations and root cause analysis.
8. Conduct environmental training for production employees as required.
9. Support quality programs and process improvements.
10. Employee may perform other related duties as needed by the organization.
11. Travel approximately 25% of time.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Training will be provided for essential duties and responsibilities, as required. 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.

### EDUCATION and/or EXPERIENCE

Bachelor's degree (B. S.) from four-year college or university, preferably in Chemical, Mechanical or Civil/Environmental Engineering; or equivalent combination of education and experience; and a minimum of 5-10 years in both compliance and project management. Master's degree, Professional Engineering License, Certified Industrial Hygienist, Certified Safety Professional, experience in environmental site assessment/ remediation, pesticide registration, and/or food safety is a plus.

### **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 general public.

### **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts necessary for engineering design and evaluation such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **REASONING ABILITY**

Ability to define problems, collect data, establishes 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.

### **OTHER SKILLS AND ABILITIES**

- Ability to use a personal computer with working knowledge of word processing, and spreadsheet software.
- Familiarity with environmental law.
- Experience in techniques of training technical and professional courses.
- Be able to work with a variety of backgrounds in order to building effective teams.

### **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. The employee frequently is required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and risk of radiation.