

## JOB DESCRIPTION

**TITLE:** Regional Environmental Manager      **REPORTS TO:** Director of Environmental Affairs  
**STATUS:** Exempt      **LOCATION:** Regional Office – Winchester, VA  
**DEPARTMENT:** Environmental Affairs

### PURPOSE:

Provide oversight and support relating to environmental affairs of all plants within the region, including guidance on operation of wastewater pretreatment facilities and air pollution control equipment and environmental compliance.

### ESSENTIAL FUNCTIONS:

- Providing advice to facilities on operating industrial pre-treatment facilities and air pollution control equipment.
- Advising on maintaining compliance with rules and regulations relating to air pollution, wastewater discharge, stormwater protection, chemical handling, and spill prevention.
- Supporting environmental excellence by troubleshooting, optimizing environmental performance, assuring compliance, and monitoring cost.
- Preparing permit applications, technical calculations, and correspondence and reports to regulatory agencies, including Tier II, TRI, GHG, AEI, etc. using various electronic portals.
- Advising facility operators in using the environmental management system.
- Developing and maintaining relationships with regulatory agencies.

#### *Language and Communication Skills:*

Ability to read, analyze, and interpret technical writings, permit conditions, and regulations. Ability to listen to and effectively communicate with employees at all levels in the Company, as well as with inspectors and other representatives from regulatory agencies. Must possess good grammar and business writing skills.

#### *Mathematical and Reasoning Skills:*

Ability to conduct mathematical computations, calculate rates and ratios, and interpret graphs and diagrams. Ability to define problems, collect data, establish facts, draw valid conclusions, and develop plans of action as appropriate.

### SUPERVISORY RESPONSIBILITIES:

Typically, none.

### QUALIFICATIONS:

- Bachelor's degree in environmental science, biology, chemistry, engineering, or related field. Post-graduate education or degree desired.
- Knowledge of wastewater treatment processes and practices including industrial pretreatment, direct NPDES discharge, and spray irrigation.
- Wastewater operator's license desired, but not required.
- Mechanical aptitude, particularly for pumps, motors, and equipment typical of an industrial treatment system.
- Computer skills, including advanced skills with Word, Excel and PowerPoint.
- Proficient business and technical writing skills.
- Highly motivated, self-starter with excellent oral and written communication skills.
- Ability to prioritize tasks to achieve deadlines in a changing environment.
- Strong logic and decision-making skills, organized, and detail-oriented.
- Ability to build and maintain effective business relationships with employees and regulators.
- Availability for regular travel, including overnight, approximately 60% of the time.

### PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, stoop, talk and hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. Must be able to occasionally lift up to 20 pounds. Must be able to climb stairs and ladders.

### WORKING ENVIRONMENT:

Job functions will be carried out in an office, industrial plant, and or field environment that may include heat, aerosol, particulate, odor, noise, and occupational hazard exposures. Occasional evening and weekend work and travel up to 60%.

**REVIEWED BY:** R.T. Vogler

**DATE LAST REVIEWED:** 04-17-2023