



**Job Title:** Environmental Health & Safety Manager  
**Home Office:** Sheldon or Spirit Lake Facility  
**Work Arrangement:** On-site  
**Department:** Human Resources  
**Reports to:** Director of Human Resources  
**FLSA Status:** Exempt

**Summary:**

The Environmental Health & Safety Manager is responsible for matters specific to safety, industrial hygiene, and environmental regulations including the development, implementation, and monitoring of related policies and programs. This position ensures compliance with Rosenboom policy, and local, state, and federal regulations including, but not limited to, OSHA, EPA, and DNR. This position leads corporate compliance efforts with all regulatory standards including, but not limited to, REACH, RoHS, Proposition 68, and CBAM.

**Essential Duties and Responsibilities:**

- Provide direction and guidance to leadership personnel at all levels regarding current and anticipated environmental, health and/or safety (henceforth EHS) issues.
- Develop and administer policies and programs to ensure compliance with local, state, and federal regulatory agencies.
- Direct and influence production management and supervisory personnel in the implementation and management of a multifaceted EHS program including, but not limited to, machine safety, ergonomics, accident prevention, job safety analysis, and program assessment activities.
- Ensure the collection and reports information as required to meet Rosenboom and governmental reporting requirements and to ensure that regulatory standards are met.
- Interprets regulatory requirements of REACH, RoHS, Proposition 68, CBAM, and other environmental regulations to identify Rosenboom requirements, working with the appropriate departments to meet the required standards, and reporting the results to the appropriate agencies.
- Provide technical support and information in the development of departmental key metrics and objectives.
- Develop and facilitate EHS specific training programs to ensure required training is completed.
- Lead incident investigations and root cause corrective action plans and corrective action implementation.
- Is authorized to shut down specific operations of concern in the event of an imminent danger situation.
- Provide direction and approval of federal Hazardous Materials Identification product labeling requirements.
- Approve all related modifications and environmental remediation activities.
- Ensure the use of proper procedures for hazardous and non-hazardous waste disposal.
- Review major plans and specifications for new operations, construction or demolition, equipment or facility purchases, as well as chemical uses to ensure that appropriate EHS requirements are considered.

**Other Duties and Responsibilities:**

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**Qualifications & Competencies:**

- Has an extensive working knowledge of federal, state, and local environmental regulations including all reporting requirements and employer obligations.
- Demonstrates a sincere concern for the safety and wellbeing of team members and the environment.
- Has an extensive knowledge in OSHA regulations, accident reporting, and preventative safety.
- Able to interpret regulatory standards and identify their direct impact on the organization.
- Demonstrates strong communication, analytical problem-solving, presentation, organizational and interpersonal skills required to successfully meet the primary responsibilities of the position.
- Communicates (speaks, understands, and writes reports using acceptable format and sentence and paragraph structure) in English:
  - Demonstrates ability to communicate orally in a clear and positive manner; and,
  - Demonstrates ability to generate and maintain accurate and concise written records
- Capable of carrying out detailed written or oral instructions.
- Able to apply common sense understanding to basic work processes.
- Can deal with problems involving several concrete jobs specific variables.
- Is proactive and able to project how decisions and trends may affect the organization.
- Manages time effectively.
- Demonstrates ability to actively listen to other employees.
- Is honest, fair, tactful, and consistent in dealing with other employees.
- Maintains self-control and patience while dealing with employees and in stressful situations.
- Has the ability to keep information confidential.
- Performs duties with limited supervision.

**Education/Training/Certifications/Licenses:**

- Associates degree in a related field of study, preferred.
- Two years of related work experience, preferred.
- On-site training specific to job responsibilities.
- Continuing education as made available and/or required by Rosenboom.
- Rosenboom certification to operate company vehicles.

**Physical Demands & Work Environment:**

- While performing the duties of this job, the employee is regularly required to work at a desk in an office setting. The employee is required to work indoors in both a controlled and uncontrolled climate.
- The employee is frequently required to communicate verbally and in writing and occasionally required to move throughout the manufacturing facilities.
- The duties of this job require the use of electronic media, telephone, and face-to-face interaction frequently throughout the workday.
- The duties of this job require the employee to wear personal protective equipment including safety glasses, hearing protection, steel-toed footwear, and gloves.
- The employee is subject to loud noises, chemicals, fumes, dirt, hazardous equipment with high voltage, and other inherent hazards.

- The employee is expected to work full shifts with the possibility of some extra daily and/or weekend hours, as required.
- Regular travel to all Rosenboom Iowa facilities is required. Occasional travel for training or special projects may be required as needed and approved.

**Disclaimer:**

- Employees must be able to perform the essential functions of the position satisfactorily and, if necessary, reasonable accommodation will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.
- This document is subject to change at the discretion of the employer, Rosenboom.
- Employees are expected to comply with the policies and expectations as outlined in the employee manual, whether or not they are laid out explicitly in the job description.
- This document is intended to describe the general nature and level of work being performed by employees and is not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel assigned to this position.
- This document does not establish a contract for employment.