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Specialist - EHS Associate

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Job ID: AD20091111-37518

Description:

Company:	Spectra Energy
Department:	Environmental
Closing Date:	11/30/09

Responsibilities/Job Description:

The Associate EHS Specialist reports to the EHS Manager. The role of the Associate EHS Specialist is to support the EHS department to assure operational compliance with applicable regulations, laws, and standards issued by government agencies for enforcement purposes. This position is responsible for developing, coordinating and maintaining the Company’s environmental programs in accordance with company policy and applicable regulations.

Duties and Responsibilities

- Review and develop procedures, programs, and manuals to ensure Company compliance with regulations issued by EPA and other environmental agencies.
- Research and summarize state and federal environmental regulations.
- Develop Environmental Standard Operating Procedures and Environmental Compliance Policies and Procedures.
- Develop and participate in environmental training for field personnel on the operation of station and pipeline facilities in

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accordance with environmental regulations and standard operating procedures.

- Participate in legacy and EHS related processes associated with US transmission acquisitions and divestitures.
- Work on TSCA Projects including but not limited to PCB reclassification/declassification of tanks and pipelines and management of PCB material.
- Participate in SPCC Plan development.
- Provide support for the integrated EHS information management system.
- Provide environmental technical support to US facilities.
- Participation on the development and continuous improvement of the company’s EHS Assurance Program.
- Team member on environmental special projects as well as provide environmental support and guidance on interdepartmental project teams.
- Engage in EHS Communications and Data Management Processes (e.g. Portal Information Management, record retention practices, etc.).
- Ability to work, present and communicate to the EHS workgroup.

Basic/Minimum Qualifications:

- Bachelor of Science degree in environmental or related field with one year experience with EPA regulations including, TSCA, PCB Mega Rule, RCRA, and CWA.
- Demonstrated good verbal and written communication skills with effective interpersonal skills.
- Demonstrated good environmental technical and/or procedure writing skills.
- Demonstrated proficiency in the use of computers and Microsoft Office products, primarily the use of word processing, environmental database applications, presentation and spreadsheet software.

Desired Qualifications:

- Aspire to obtain Certified Hazardous Material Manager (CHMM) or other EHS related certifications.
- Good project manager skills with practical experience developing and executing project work plans.
- Good analytical skills with the demonstrated ability to analyze multifaceted situations/problems/concepts along with the capacity to venture beyond core competencies.
- Ability to work in a fast paced setting.
- Natural gas transmission industry work experience.

<ul style="list-style-type: none">• Health and safety regulatory knowledge.
Comments:
Spectra Energy is an EOE M/F/D/V

Area of Expertise	EHS - Environment Health & Safety
Highest Level of Education	College/University*
Job Type	Full Time
US Locations	TX - Houston
Years of Experience	1-3 Years

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