

Job description 002

Environment manager

Job

- Department: administration, quality
- Work place: administration
- Reports to: plant manager
- Under his authority: quality operator
- Working hours: 35h, 5 days / week
- Can replace: organizer
- Can be replaced by: plant manager, quality manager

Knowledge, skills and abilities

- High school diploma or equivalent
- One foreign language (written and spoken)
- Confirmed environmental experience
- Good computer skills
- Significant knowledge of environmental management standards
- Can listen, help, explain, coach, animate, train, coordinate, analyze
- Can be trusted to keep sensitive information secure

Summary

- Organize, manage and control the application of the environmental management system

Duties and responsibilities

- Support management for the implementation of the environmental policy
- Develop, coordinate and improve the conduct of the environmental policy
- Ensure regularly that the environmental management system is established, implemented, maintained and improved in conformity with the applicable standards
- Commit himself permanently to improving the effectiveness of the environmental management system
- Be the representative of top management towards the interested parties and be the representative of the interested parties in the company
- Control and improve the environmental documentary system
- Keep up to date the applicable regulatory texts (legal watch)
- Control the analysis of the incidents and accidents
- Take part in the analysis of the risks of new processes and products
- Plan and manage the activities of internal and external environmental audits
- Monitor the preventive and corrective actions
- Represent the company during the external audits of the environmental management system
- Propose and follow up the training program
- Follow up regularly the achieved objectives and targets and promote achievements
- Communicate on time known information to other departments

Principal rights

- Freeze a delivery and/or stop a production if he judges that the environmental commitment is not honoured
- Ask and receive all necessary information for the performance of his duties
- Stop the use of nonconforming documents with regard to the requirements of the environmental management system
- Increase his qualification according to the training programme of the company

Remark

- The present job description gives a non exhaustive outline of the duties, responsibilities and rights. It does not describe all the tasks which the employee must perform. This list can be modified in relation to the concrete situations and will be updated periodically