

COLLATERAL DUTY STATEMENT ENVIRONMENTAL MANAGEMENT PROGRAM

Duties and Responsibilities:

For up to 20% of official duty time, performs the following environmental related collateral duty assignment. This assignment is not grade controlling or a primary duty. Specifically, the employee will:

1. Develop, implement, coordinate, and oversee the environmental management program by ensuring the location protects human health and environmental needs and meets or exceeds Federal, state, local laws, regulations, codes, guidelines, and ARS policy. Implements a sustainable pollution prevention program that will reduce the generation of waste and conserve resources.
2. Conduct environmental management inspections. Identify potential environmental issues relating to policy, planning, purchasing, and operating decisions, for example. Measure the effectiveness of existing programs. Prepare reports of findings and recommend solutions to location management. Follow up to ensure appropriate action has been taken.
3. Organize, participate, and/or chair the location Environmental Management System (EMS) Committee. Prepare committee meeting minutes and report findings and recommendations.
4. Develop, arrange, and/or conduct environmental related training for EMS committee members and awareness orientation for all employees.
5. Identify and prioritize annual environmental management goals and objectives to include budget requirements in conjunction with the budget officer or Research Leader.
6. Communicate and report environmental related matters both internally (management officials) and externally (regulatory agencies, public, etc.). Collect data and assist in the preparation of location reports.

Guidance Received:

Receives technical guidance from the Area Safety and Health Manager, Cluster Environmental Protection Specialists, or Headquarters staff employees.