

JOB PROFILE

Position: Environmental Intern Job Family: Operations Management	Reporting Line: Environmental Program Manager
Role Purpose Statement: Support Environmental Program Manager in the development of strategies to improve environmental performance.	
Key Interfaces: (internal, external) Internal – operations, procurement, real estate, facilities External – regulatory agencies, vendors	Dimensions: (staff, environmental) Direct Reports: 0 Project Budget Oversight: 0
Main Accountabilities	Key Performance Indicators (KPI)
<ul style="list-style-type: none"> ➤ Interact with regulatory agencies (federal, state, port and local) regarding recent changes to environmental and waste handling/recycling laws. ➤ Assist with updating NAM's Environmental Compliance Manual to improve environmental performance and mitigate environmental risk. ➤ Assist with development of environmental training programs for field personnel regarding standards and procedures. ➤ Assist with developing site-specific stormwater and air permitting documents. ➤ Assist in developing waste diversion and recycling protocols and audits of NAM waste handling equipment. ➤ Assist in developing automated computer programming for KPI reporting. 	<ul style="list-style-type: none"> ➤ Continuous process improvement ➤ Environmental Programs <ul style="list-style-type: none"> ○ Stormwater pollution prevention ○ Spill prevention ○ Industrial wastewater ○ Industrial waste diversion and recycling
Knowledge, Skills and Experience	Competencies
<ul style="list-style-type: none"> ➤ Knowledge of EPA regulations as they pertain to air, stormwater, wastewater and municipal/hazardous waste. ➤ Analytical, mathematical and problem solving skills. ➤ Proficient with computers and windows based computer applications ➤ Excellent written and verbal communications skills. 	<ul style="list-style-type: none"> ➤ Mastering Complexity ➤ Achievement Orientation ➤ Organizational Effectiveness