

Job Title: **ENVIRONMENTAL SPECIALIST**

SUMMARY

Participates in the day to day implementation and continuous improvement of environmental programs and compliance related activities. The scope of this role will include involvement in hazardous and non-hazardous wastes, air emissions, water, wastewater and storm water management. Provides oversight of environmental systems including Code of Sustainable Winegrowing Practices, ISO 14001 (EMS), CERS, R3 as well as, management of supporting environmental and sustainability initiatives with Gallo wineries, vineyards and landholdings.

ESSENTIAL FUNCTIONS

- Facilitates ISO14001 conformance by working with Environmental Management on environmental data, metrics and document management systems, annual aspect scoring and development of Objectives and Targets.
- Prepares and submits compliance/regulatory reports and manages regulatory documentation.
- Participates in the development of guidelines, SOPs, procedures and practices.
- Coordinates and facilitates or utilizes the Corporate Environmental Affairs document control system.
- Coordinates site wide hazardous waste management activities and interface with waste disposal contractor and contractor's representatives.
- Advises on disposal methods based on state and federal regulations, technical guidelines and advice of counsel.
- Advises management on selection sites for the disposal of waste materials.
- Serves as an environmental advocate for promoting recycling, waste minimization, substitution of hazardous chemicals, water and energy conservation, etc.
- Plans, organizes and executes outreach events.
- Performs environmental audits.
- Maintains satisfactory attendance, to include timeliness.
- Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations. If accountable for the work of others, responsible for ensuring their understanding and compliance.
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

SUPERVISORY RESPONSIBILITIES

N/A

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High school diploma or State-issued equivalency certificate.
- Master of Science Degree in Environmental/Ecological Science, Chemistry or Biology plus 1 year of Environmental or Environmental, Health & Safety experience; or Bachelor's degree plus 3 years of Environmental or Environmental, Health & Safety experience reflecting increasing levels of responsibility; or 7 years of Environmental or Environmental, Health & Safety experience reflecting increasing levels of responsibility.
- Experience with Federal, State and local environmental laws and regulations (CAA, CWA, RCRA), environmental auditing, regulatory reporting, ISO 14001.
- Valid driver's license and successful completion of background check. Required to obtain a California driver's license or appropriate state driver's license within 30 days of hire.
- Required to occasionally engage in work at extreme heights.
- Required to lift and move equipment weighing up to 50 pounds.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Engineering, Chemistry, or Biology plus 5 years of Environmental or Environmental, Health & Safety experience reflecting increasing levels of responsibility.
- Skilled in reading, analyzing and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Skilled in writing reports, business correspondence and procedure manuals.
- Skilled in effectively presenting information and responding to questions from groups of managers, clients, customers and the general public.
- Computer skill requirements include: basic MS PowerPoint; intermediate MS Word and MS Access.
- Skilled in applying advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations.
- Skilled in applying mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.
- Skilled in defining problems, collecting data, establishing facts and drawing valid conclusions.
- Skilled in interpreting an extensive variety of technical instructions in mathematical or diagram form and dealing with several abstract and concrete variables.
- Skilled in performing work that is varied and may be somewhat difficult in character, usually involving limited responsibility, requiring frequent evaluation, originality or ingenuity.
- Self-starter with strong analytical and problem solving skills.
- Skilled in managing electronic data and data management systems.
- Multi-tasks, develops solutions to complex problems, manages competing accountabilities and project priorities to meet deliverable timelines.
- Skilled in reprioritizing work when encountering unscheduled or unplanned events.
- Works efficiently in a dynamic environment.

- Possesses effective project management and interpersonal skills.
- Possesses strong oral and written communication skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and extreme heat. The noise level in the work environment is usually moderate.