

JOB DESCRIPTION/RESPONSIBILITIES/AUTHORITIES

Contractor Industrial Hygienist
Pinnacle Shared Services
Hovensa Refinery, St. Croix, USVI

I. SUMMARY OF POSITION

Assist in the implementation and application of industrial hygiene programs for HOVENSA's resident maintenance contractors. This requires the position holder to develop occupational health and industrial hygiene programs for various resident maintenance contractors. Position requires planning, coordination and conducting industrial hygiene monitoring and field work to ensure the prompt recognition, evaluation and control or elimination of physical and chemical health hazards within the refinery complex for maintenance contractors consistent and compliant with regulatory and HOVENSA standards and guidelines.

II. REPRESENTATIVE RESPONSIBILITIES

- A. Collaborate with Maintenance Contractor Management and the HOVENSA Industrial Hygiene Department to develop and implement industrial hygiene programs for resident maintenance contractors at HOVENSA's Refinery.
- B. Collect and evaluate monitoring data to determine if exposures to hazardous materials are at acceptable levels; recommend effective and efficient solutions if exposures are unacceptable.
- C. Ensure the accuracy of monitoring data used to determine contractor exposures.
- D. Notify the Maintenance Contractor's Management and the HOVENSA Industrial Hygiene Department if monitoring results indicate changes are needed in medical surveillance programs.
- E. Work with the Contractor Safety Department to coordinate collection of monitoring data in support of medical surveillance testing.
- F. Prepare and communicate reports of monitoring results and recommended changes in protective measures if any are needed.
- G. Assist in developing procedures that establish work practices to ensure effective control measures for occupational health hazards.
- H. Assist in monitoring regulatory agencies to anticipate new regulations, and coordinate efforts to ensure Maintenance Contractors are compliant with safety and health regulations.
- I. Maintain an adequate inventory of calibrated instruments and sample collection devices necessary for monitoring employee exposures to occupational health hazards.
- J. Review new instrument technology, field test different brands and make recommendations for purchase.
- K. Serve as subject matter expert for Maintenance Contractors on identified industrial hygiene programs that could include Respiratory Protection, Hearing Conservation, Hazard Communication, Indoor Air Quality, Food Safety, Ergonomics, and/or Emergency Response Air Monitoring.
- L. Develop, coordinate, and present effective training designed to prevent occupational illness and disease for Maintenance Contractors.
- M. Promptly respond to emergencies, selecting the proper testing to determine the existing hazards and report that information within the HOVENSA and Contractor reporting structure.
- N. Promptly respond to industrial hygiene related complaints within the refinery complex and other associated facilities to determine what, if any, action is necessary based on test results.
- O. Assist ergonomic evaluations and provide recommendations for ergonomic improvements throughout

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the refinery.

- P. Actively and constructively participate as a member of the Contractor Safety Association meetings, events and efforts.

V. POSITION REQUIREMENTS

- A. Bachelor degree required, preferably in Physical Science, Engineering, Safety or Industrial Hygiene.
- B. Possession of professional certification from the American Board of Industrial Hygiene (Certified Industrial Hygienist)
- C. Five years of related industrial hygiene experience within a refinery or petro-chemical facility.
- D. The ability to influence individuals to follow industrial hygiene and health policies and procedures.
- E. Strong communication skills, specifically in technical writing and verbal communications.
- F. Demonstrated expertise in the interpretation and defining of industrial hygiene related regulatory requirements.
- G. Must possess and maintain a valid motor vehicle license.
- H. Must be functional in Microsoft Office products including, Outlook, Word, PowerPoint, Excel, Access, etc.