



New Orleans Terminal, LLC

Position:	Safety, Security and Environmental Manager
Organization:	New Orleans Terminal LLC
Location:	New Orleans, Louisiana
Reporting Relationship:	Senior Management - SSE
Subordinate Positions:	Zero (0) Direct Report

Overview:

Under the supervision of the New Orleans Terminal senior management, the SSE Coordinator is responsible for drafting, updating, procedure and policies in accordance with the Occupational Health and Safety Administration guidelines; tracking incidents and near misses; maintaining the system of record; creating statistical reports; training and meeting presentations; and other duties as directed. The SSE Coordinator will also work with leaders throughout the organization on matters related to SSE. This includes but is not limited to: risk management activities, industrial hygiene, applicable report writing, industrial SSE compliance auditing, emergency response, SSE training, SSE program development, incident investigation and data trending and analysis. The SSE Coordinator provides resources and information to NOT employees and management as needed.

RESPONSIBILITIES

The specific responsibilities for the position include but are not limited to:

- Demonstrate safety vision and culture within the operation.
- Responsible for developing and implementing safety procedures and programs to drive results within the operation.
- Assist in reducing employee risk by planning and executing safety strategies. Promote a behavioral based safety environment.
- Provide statistical data to support established key performance indicators.
- Plan, develop, implement, and manage health and safety programs in the workplace.
- Assist in incident investigations where required to determine root cause and identify corrective actions to prevent re-occurrence.
- Track Corrective Actions and Preventative Actions through the system of record.
- Develop Safety Alerts to share with the organization based upon incident investigations.
- Maintain accident statistics, analyze trends, and propose remedial action where necessary.
- Partner collaboratively with business leaders in each location generating progressive cultural evolution and provide leadership in training our leaders in determining root cause analysis and corrective actions during investigations of safety incidents.
- Maintain a working knowledge of SSE-related regulatory requirements.
- Conduct safety, environmental awareness and security compliance training for staff at



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- assigned location.
- Provide detailed written reports on safety, environmental and security audits.
- Assist in the development and maintenance of the Business Continuity Plan (BCP).
- Support Operations in all matters related to Safety, Security, and Environment.
- Works independently on a daily basis providing quality reports, analysis and policies with regards to SSE.
- Interaction with managers, staff, and auditors.
- Provide administrative assistance as directed/requested to the Vice President – SSE.

COMPETENCIES

- Excellent grasp of the English language, with the ability to read, write, and speak at an exceptional level.
- Strong leadership and time management skills.
- Strong interpersonal, presentation, verbal and written communication skills.
- Ability to balance and prioritize multiple projects.
- Ability to effectively present information to senior management.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Able to maintain confidentiality in matters involving security and/or personnel issues.
- Detail oriented and able to multi-task in a fast-paced operational environment.

EDUCATION REQUIREMENTS

- Bachelor's Degree, with a concentration in occupational safety, industrial hygiene or safety related field.
- Certified Safety Professional (CSP) or NEBOSH Certificate highly preferred.

WORK EXPERIENCE

- Minimum of three years of safety, security and environmental management in positions of responsibility.
- Must have been responsible for implementation, monitoring and evaluation of multi-site safety, security and environmental programs.
- Familiarity with established maritime safety programs, as well as applicable ISO programs.
- Proven experience and success in implementing and monitoring a multi-site Environmental Management Programs.
- Strong working knowledge of Hazardous Material Handling in a transportation and maritime environment.



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- Knowledge of general computer applications (Office, Excel, Word, PowerPoint, Outlook, Access, etc.).

WORKING CONDITIONS / ADA REQUIREMENTS/PHYSICAL REQUIREMENTS

- Overnight travel could be required.
- Position will also require performance in an office environment, requiring visual and manual acuity in a controlled environment operating office equipment (computers, copiers, etc.).