



Environmental Health & Safety Intern

Division: POET Biorefining

FLSA Status: Non-Exempt

SUMMARY

The Environmental Health & Safety (EH&S) Intern will be supporting an internal initiative to finalize completion of numerous internal safety and environmental systems/programs (PSM, LOTO) in an effort to meet all OSHA and/or EPA requirements. The key focus will be the construction/improvement of existing systems to develop best in class systems. Key requirements will be the ability to review and introduce governmental regulations into a comprehensive EH&S system. Important personal attributes will be attention to detail, strong organizational skills and the ability to work without immediate supervision.

ESSENTIAL FUNCTIONS

1. Must be able to comprehend OSHA (i.e. PSM) and EPA (i.e. environmental permits) in order to assist in creating systems to meet requirement of regulations.
2. Daily tasks will include:
 - a. Researching and reviewing governmental regulations
 - b. Comparing against existing systems and processes to unearth system shortfalls
 - c. Creating documentation and processes that supplement existing systems to achieve higher level of compliance
 - d. Develop and build electronic databases for record retention
 - e. Assist in support of EH&S Specialist in other miscellaneous duties as needed
3. Be depended on to report to work at the scheduled time and is seldom absent from work. Team member can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
4. Maintain a team environment with other departments.
5. Champion POET in the community.
6. Maintain a high level of customer service and friendly atmosphere.
7. Other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should demonstrate the following competencies:

- Requires minimum of 2 years of EH&S study at an accredited university
- Knowledge of Word and Excel programs and ability to develop documents and spreadsheets to meet business objectives.
- Excellent organizational skills, communications skills, the ability to multi-task, and most importantly, the ability to work well in a team environment.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is largely self-directed and requires understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements in all work environments. This position operates in both an office and plant environment. In the office, the team member will work on a personal computer. In the plant environment, the team member may be exposed to noise, heat, and other elements both inside and outside. While performing the duties of this position, the team member will be exposed to moving, mechanical parts, dusty conditions, high noise levels, internal and external temperature/weather conditions, and exposed to chemicals.

Specific physical requirements include:

- a. Occasionally working in confined spaces.

- b. Occasionally lifting weights of sixty (60) pounds or less.
- c. Climbing several flights of stairs and ladders.
- d. Opening valves.
- e. Occasionally bending, twisting, and turning while lifting weights of less than fifty (50) pounds.
- f. Data entry while seated for greater than one (1) hour.
- g. Walking of two (2) or more miles per day.
- h. Working at heights, in confined spaces, and at temperatures from -20 to +100 degrees.
- i. Standing for extended periods of time.
- j. Elevated work is required.