



JOB DESCRIPTION

POSITION TITLE:	Field Safety Coordinator
LOCATION:	Douglas, Wyoming
DEPARTMENT:	Legal / Operations
REPORTS TO:	EHS Manager

POSITION SUMMARY:

This individual is an integral member of the Meritage team responsible for ensuring that safety and environmental stewardship is a priority for employees, contractors, and all other personnel on company property.

Reporting to the EHS Manager, the Field Safety Coordinator is responsible for supporting the Company's Safety efforts in the field/plant, while also working closely with the Operations, Engineering, and Legal departments on a regular basis.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Responsible for taking a leadership role in promoting Environmental, Health, and Safety (EHS) compliance.
- Ensure compliance with federal and state regulatory requirements as they pertain to environmental, health, and safety.
- Familiar with the Wyoming Department of Environmental Quality (DEQ) requirements.
- Experience and familiarity with OSHA Regulations.
- Assist in the development and implementation of processes, procedures, training, and programs for the field and plant operations.
- Assist PSM Manager with maintaining PSM records.
- Participate in PHA's and PSSR's, and facilitate with the closure of action items.
- Track and report EHS metrics to management on a periodic, regular basis (weekly, monthly, quarterly, annually).
- Complete regulatory and/or governmental filings as needed.
- Provide technical review and oversight implementation and administration of safety requirements.
- Daily interaction with field and plant operations personnel regarding EHS matters.
- Review contractor safety programs and conduct periodic audits.
- Periodically attend contractor safety meetings to ensure compliance with Company policies and procedures.

- Assist with resolving internal inquiries as well as responding to internal audit inquiries.
- Assist with periodic incident drills.
- Coordinate and assist with monthly safety meetings, including leading meetings when necessary.
- Assist in the investigation of incidents and preparation of accurate, timely incident reports, with appropriate recommendations.
- Coordinate with the Construction Manager to ensure safety compliance on construction projects.
- Retain all reports and data in accordance with company policy and regulatory agency rules.
- Supports special projects as needed and assists others as requested by management.
- Additional responsibilities as assigned by the EHS Manager.
- Local travel within the asset is required.

SUPERVISORY DUTIES:

Not at this time.

JOB QUALIFICATIONS:

- High school diploma, Bachelor's Degree in related field preferred
- 5+ years of related safety experience, midstream oil and gas experience preferred
- Strong analytical skills with the ability to process information from a variety of sources, understand the key insights and develop well thought out communications
- Self-motivated with the ability to work independently, and the ability to collaborate effectively and cohesively within a team
- Positive attitude and ability to work directly with field personnel as well as company executives
- Strong sense of urgency and proven capability to work within short deadlines in a fast-paced environment
- Ability to effectively manage competing demands
- Solid organizational skills including acute attention to detail
- An effective communicator with strong written, verbal, and presentation skills
- High degree of proficiency with Microsoft Office products
- Flexibility to work overtime during peak periods, including weekends
- Valid drivers' license and excellent driving habits



WORKING CONDITIONS:

Physical Demands:

The job requires a majority of time on location at gas processing plants, compressor stations, and new construction sites. This is primarily a field position with limited time working in the Douglas office/Steamboat plant.

Work Environment:

Primarily in the field with a work space provided at the Douglas, Wyoming office.

We are an equal employment opportunity employer.

This job description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This Job Description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.