

## **Coordinator of HSE and Regulatory Compliance**

### **Role and Responsibilities**

*Role* : The HSE / Regulatory Compliance Coordinator will be integral in providing Health, Safety and Environment support to the operation while ensuring compliance throughout the Company in the States of Colorado, Wyoming, New Mexico, Montana, Texas, Oklahoma and others as may be required

*Primary Responsibilities* : Maintain an ongoing system of compliance for HSE regulations and activities. Coordinate regulatory programs and its application. Maintain current ERPs, IMPs, SPCCs, Operators Training Manuals and all HSE corporate documents and procedures. Keep track and analyze corporate HSE indicators.

### **Objectives**

- Providing guidance and direction in HSE programs at the employee level to ensure a common and effective approach
- Liaison with the HSE regulatory entities and officials
- Researching and writing permit applications and permit reporting requirements
- Coordinating work with HSE contractors and consultants
- Ensure that all safety incidents are investigated and reported.
- Ensure that all tasks performed in a safe and efficient manner and adheres to all environmental/safety regulations pertaining to each job assignment (i.e., wear safety glasses, hearing/personal protective equipment).
- Ensure compliance to all company safety guidelines and policies.
- Provide monthly reports on all safety related activities, incidents and corrective actions.

### **Position Requirements**

- Bachelor's Degree in Occupational Health & Safety or related field, and minimum five (5) years experience in health, safety, or environmental fields as required in the oil and gas industry.
- Must maintain professional knowledge of existing applicable regulations and license requirements, as well as proposed changes in regulations and requirements.
- Strong interpersonal and oral and written communication skills required, as well as organizational abilities
- Some travel might be required but not on a regular basis

Job Type: Full-time

Job Location:

- Fort Worth, TX

Required experience: at least 5 years in HSE in the oil and gas industry.