

## NESTLÉ USA POSITION DESCRIPTION

MANAGER TO COMPLETE	HUMAN RESOURCES TO COMPLETE	
Site Title: Hygienist - Environmental Broadband Title: Hygienist SBU: Nutrition EC or GW    Department: Eng/Maint Reports to: Mgr, Engineering Project	Job Code: NS0270 EEO Code: 2 Date Approved: By:	FLSA Status: Exempt
<p><b>POSITION SUMMARY:</b>                      Inspects facilities and premises and prescribes corrective measures to reduce the risks of disease and other job related environmental ailments. Assists with the coordination of and oversight with environmental control activities for the Eau Claire and Gateway facilities. Analyzes environmental conditions and recommends changes to reduce or eliminate the use of harmful effects of facility functions on the environment. Assists with implementation and ensures compliance of the facility with company and regulatory agency policies, including federal, state and local legislation and regulations pertaining to the preservation of the environment. Maintains a clean and sanitary working environment.</p>		
<b>PRIMARY RESPONSIBILITIES</b>		<b>% OF TIME</b>
<ul style="list-style-type: none"> <li>• Assists with preparation and completion of environmental reports in an accurate and timely manner, such as industrial wastewater, Community Right-to-Know (Form R), Consolidated Reporting System (WDNR), spill/release incident reporting and pollution prevention.</li> </ul>		30%
<ul style="list-style-type: none"> <li>• Helps develop and maintain air emissions inventories utilizing contracted services as necessary. Keep permits up to date. Serve as an engineering resource to help determine proper selection and installation of air pollution control equipment.</li> </ul>		25%
<ul style="list-style-type: none"> <li>• Serve as Radiation Safety Officer.</li> </ul>		10%
<ul style="list-style-type: none"> <li>• Assists in keeping facility management informed of all environmental issues and significant changes in regulations.</li> </ul>		10%
<ul style="list-style-type: none"> <li>• Assists with the evaluation of new processes and projects for their environmental impact.</li> </ul>		10%
<ul style="list-style-type: none"> <li>• Responsible for developing and maintaining environmental training for site personnel as necessary.</li> </ul>		5%
<ul style="list-style-type: none"> <li>• Act as a representative of Nestlé USA Nutrition Division during interaction with regulatory personnel.</li> </ul>		5%
<ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>		5%

POSITION DESCRIPTIONS ARE NOT INTENDED TO BE EXHAUSTIVE LISTS OF ALL RESPONSIBILITIES, SKILLS, OR EFFORTS.

THEY ARE INTENDED TO BE ACCURATE SUMMARIES OF WHAT THE POSITION INVOLVES AND WHAT IS REQUIRED TO PERFORM IT.

## NESTLÉ USA POSITION DESCRIPTION

**SITE TITLE: Hygienist - Environmental**

**SUPERVISION RECEIVED:**

Direct report to the Engineering Project Manager. Indirect report to the Plant Manager.

**SUPERVISION GIVEN:**

None.

**FINANCIAL/STRATEGIC IMPACT:**

Integration of NUSA environmental regulations. Compliance agent for related State and Federal regulatory affairs.

**REQUIREMENTS AND MINIMUM EDUCATION LEVEL:**

Bachelor's degree in environmental science or safety engineering equivalent. Demonstrated ability to interact with federal, state and local regulatory agencies.

**EXPERIENCE:**

2-3 years coordinating environmental compliance and recordkeeping in manufacturing setting. Experience with environmental programs including: hazardous waste, wastewater, air permitting. Experience with Occupational Safety & Health Administration regulations.

**SKILLS:**

- Decision making; must be capable of making well-informed decisions in both routine and emergency situations. Excellent written and oral communication skills are required.
- Must be able to communicate with audiences that have a broad range of background and understanding.
- Familiarity with Microsoft Office (or similar) computer programs.

**APPROVALS:**

\_\_\_\_\_  
Immediate Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Next Level Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

# ESSENTIAL ELEMENTS - JOB FUNCTIONS ASSESSMENT

Name: \_\_\_\_\_

Site Title: Hygienist - Environmental

Division: Nutrition Division

Department: Engineering/Maintenance

Location: Eau Claire Facility, WI

## PHYSICAL REQUIREMENTS

- General Vision
- Close Vision
- Color Perception
- Hearing/Listening
- Clear Speech-Simple
- Clear Speech-Complex
- Touching
  - Dexterity
  - Hand
  - Finger
- Smelling
  - Smoke
  - Food
- Cleanliness
- Tasting
- Walking-Plant
- Walking-Department
- Lifting
  - 20 lbs.
- Pushing
- Pulling
- Typing
  - w.p.m.
- Climbing Flights
- Carrying
  - 20 lbs.
- Kneeling
- Stooping
- Bending
- Sitting
- Flexibility
  - Upper Body
  - Lower Body
- Running Distance
- Standing
- Driving
  - Car
  - Company pick-up
  - Semi
  - Forklift

## WORK ENVIRONMENT

- Works Alone
- Works With Others
- Work Around Others
- Verbal Contact With Others
- Face-To-Face Contact
- Shift Work
- Extended Day
- Inside
- Outside
- Confined Areas
- Extreme Heat
- Extreme Cold
- Temperature Changes
- Wet And/Or Humid
- Noise
- Vibration
- Mechanical Equipment
- Electrical Equipment
- Pressurized Equipment
- Burning Materials
- Moving Objects
- High Places
- Fumes/Odors
- Dirt/Dust
- Gases

## MENTAL REQUIREMENTS

- Reading-Simple
- Reading-Complex
- Writing-Simple
- Writing-Complex
- Clerical
- Memorization
- Analyzing
- Perception/Comprehension
- Math Skills
- Judgment
- Decision-Making

## EQUIPMENT

- Computer
- Keyboard
- Telephone
- Calculator
- Fire Alarm
- Switchboard Console
- Computer Monitors
- Kitchen Appliances
- Vacuum Cleaner
- Maintenance Tools & Equipment
- Product Processing Machines/Equipment
- Product Packaging Machines/Equipment

## OTHER

- Mopier \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I have read the Essential Elements - Job Functions Assessment and I am able to meet these essential requirements with or without reasonable accommodations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# STATEMENT OF JOB REQUIREMENTS

Name: \_\_\_\_\_

Site Title: Hygienist-Environmental

Division: Nutrition Division

Department: Engineering/Maintenance

Location: Eau Claire Facility, WI

	PHYSICAL FREQUENCY	1% - 33% OCCASIONALLY	34% - 66% FREQUENTLY	67% - 100% CONTINUOUSLY
1.	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Climbing/Descending Stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Bending Over	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Reaching Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Fingers Movement-Repetitive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Repetitive Twisting or Pressure Involving Wrist Hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Both Hands Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13.	Both Legs Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14.	Lifting/Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	a. Up to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	b. 11 - 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	c. 21 - 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	d. 51 - 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	e. Over 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Pushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Date

Nestlé USA, Inc. reserves the right to change, modify or add to the essential elements of any position at anytime.