



**Title of Position**  
Health Safety Quality Manger

**Team/Department**  
Corporate

**Reports To**  
CEO

## Health Safety Quality Manager

H2E solves problems and does the right thing for industrial clients and team members. The result is world-class electrical engineering, process, and designs. We work with Mining, Light Metals, Hydro Electric, Cement, Aggregates, Water/Wastewater, Utilities, Food Processing, Manufacturing, and Wood Products clients in the US and other countries.

### **About Your Work:**

The Health/Safety and Quality (HSQ) Manager maintains the HSQ programs and provides quality control by ensuring that quality and safety standards are upheld throughout the organization. Duties of the role include, maintain the HSQ programs, adequately develop and update documentation and training, maintain HSQ standards and certifications, validate compliance to the HSQ programs, and gather and analyze data to provide HSQ reports. The HSQ Manager reports to the Chief Executive Officer (CEO).

### **Responsibilities**

Key duties and responsibilities include, but are not limited to:

#### Maintain the HSQ Programs

- Effectively implement the HSQ programs, proposing improvements as appropriate
- Develop and update HSQ policies and procedures as required
- Promote a proactive commitment to H2E's Quality and Safety initiatives
- Participate and support the Company as a member of H2E's management team
- Liaise with clients and suppliers as required to support audits and the execution of contractual requirements
- Actively participate in risk assessments and risk mitigation activities
- Provide HSQ support to Project Managers and project teams

#### Adequately Develop/Update Documentation and Training

- Ensure that policies and procedures are implemented, understood, and adhered to
- Identify employee development and training needs
- Develop and update training as required
- Ensure employee training is documented and maintained



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### Maintain HSQ Standards and Certifications

- Maintain industry standards and certifications necessary to the business
- Coordinate and liaise with industry certification bodies to ensure understanding and compliance of requirements
- Identify best practices to support industry HSQ requirements
- Provide guidance and information to management related to Quality and Safety matters

### Validate Compliance to the HSQ Programs

- Manage and assure compliance to Quality Programs and industry Safety requirements
- Execute the company's auditing program, initiating corrective action as required
- Develop and lead teams to address and resolve issues as required
- Provide support to include, facilitation of root cause and corrective actions, problem resolutions, execution of test plans, and material dispositions

### Gather and Analyze data to provide HSQ reports

- Provide information to management to ensure they are adequately informed
- Collect and analyze data to monitor and report on meaningful trends
- Lead management reviews relating to the Company's HSQ Programs
- Provide Executive Leadership information and advice on the development of HSQ policies
- Report all Health, Safety, and Quality concerns to the Executive Leadership team

## Qualifications

- Bachelor's degree in Quality management/Assurance, Engineering, Business, or a science-related field
- Minimum of 5 years HSQ leadership experience in a regulated industry such as Industrial Automation, Process, Oil & Gas, Power Generation, or suppliers to these industries

## Requirements

- Knowledgeable in relevant federal, state/provincial, local, company, and client HSQ standards
- Ability to recognize and risk-rank hazards associated with routine and non-routine tasks
- Demonstrate a high level of attention to detail
- Appropriately communicate, both verbally and in writing, to a variety of audiences
- Strong communication, relationship, and team-building skills
- Able to bridge gaps that may develop between corporate HSQ expectations and field practice
- Effectively collaborate across all levels and functions of the organization



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- Actively seek ways in which to act as a role model and guide to develop and mentor others
- A “hands-on” implementer of processes and change
- Ability to manage and organize multiple priorities while maintaining a positive attitude
- Competent in data management, uses Enterprise Resource Planning (ERP) systems for data gathering, reporting, and analysis
- Work efficiently with Microsoft Word, Excel, and Outlook
- Ability to maintain company integrity through confidentiality and discretion

### **What H2E Offers**

- Competitive Wages
- Health/Dental/Vision Benefits
- 401k/Profit Sharing
- Flexible Hours
- Holiday, Sick, and Vacation Time
- Opportunity for Advancement
- Amazing Team Environment

### **How to Apply**

Please review the position posting and respond with cover letter and resume.  
Apply via E-mail to [recruiting1@H2Einc.com](mailto:recruiting1@H2Einc.com).