



<b>Job Title:</b>	EHS Systems Specialist	<b>Department:</b>	2040 – EHS & Compliance
<b>Location (City &amp; State):</b>	Lakewood, CO.	<b>Business Unit:</b>	EHS
<b>Reports To (Job Title):</b>		<b>Band or Level (Fixed Rate):</b>	
<b>Date Created:</b>	2/20/17		
<b>Approved by:</b>			

**JOB RESPONSIBILITIES:**

**Primary purpose:**

To provide system analysis, coordination and support for multiple EHS and Compliance management software solutions and applications to increase risk recognition and reduce injuries/incidents, improve audit efficiency, and maintain overall EHS compliance promoting the safe and environmentally responsible operation of Tallgrass Energy assets.

**Essential duties and responsibilities:**

- Work as an integral member of Multi-disciplinary EHS and Compliance project teams to ensure compliance with policy and regulatory requirements.
- Govern, manage and support corporate-wide EHS and Compliance management software and applications working collaboratively with IT and external vendors.
- Provide problem resolution and business diagnostics on EHS and Compliance management system/data issues.
- Conduct training related to use of various EHS and Compliance management software and web applications.
- Manage EHS and Compliance SharePoint sites.
- Aid in the completion of internal and external EHS and Compliance reporting.
- Coordinate periodic meetings and programs.
- Complete records management support for the EHS and Compliance teams.
- Coordinate and monitor various programs and plans supporting corporate wide EHS and Compliance efforts.
- Develop familiarity with EHS and PHMSA regulations.
- Deal with a wide variety of people with tact, courtesy and professionalism.
- Speak clearly, both in person and by telephone, using a high level of verbal skills and listen carefully.
- Maintain a regular, dependable attendance and a consistently high level of performance.
- Will work non-traditional hours as needed.
- Maintain a high regard for personal safety, for the safety of company assets and employees, and the general public.
- Other daily, weekly, monthly or special project duties as identified and defined.
- Other duties as assigned.

**JOB REQUIREMENTS:**

**Minimum requirements:**

**Education:**

- BA or BS degree in environmental science, engineering, IT, business or other related discipline.

**Experience/Specific Knowledge:**

- 2+ years of experience with business applications, including analysis, implementation, and continuous improvement.
- Knowledge of databases, including ability to learn new systems, data analytic capabilities.
- Comfortable learning and applying new technology.
- Knowledge of oil and gas terminology.
- Process oriented and able to manage multiple tasks.
- Advanced proficiency in MS Office applications that may include but are not limited to Excel, Word, Access, PowerPoint, Outlook and SharePoint.

**Certifications, Licenses & Registrations:**

- Must possess and maintain a valid driver’s license and a driving record satisfactory to the company and its insurers (for travel).

**Competencies, Skills & Abilities:**

- Ability to implement and continuously improve processes in a changing environment.
- Self-motivated and results driven.
- Excellent written and verbal communication skills and ability to effectively work with all levels of the organization.
- Excellent analytical and problem solving skills.
- Must be able to perform all essential and marginal functions of the job.
- Must be able to work with a team, take direction from management, adhere to required work schedules, focus attention on details, and follow work rules.
- Ability to successfully perform multiple tasks with strict deadlines.
- Ability to organize and prioritize daily work.
- Job level commensurate with experience and skill sets; position will be filled depending on qualifications, experience and skill sets of the successful candidate.

**Physical Demands:**

All of the physical requirements listed below are those that may be necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting; standing; walking or moving throughout facility; driving; talking; seeing (specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus); hearing; feeling; bending or stooping; squatting or crouching; reaching; kneeling; pushing; pulling; lifting up to 25 lbs.
- Minimal safety hazards; general office working conditions.
- Must be able to sit for prolonged periods of time.
- The employee is regularly required to use hands to type, touch, handle, or feel. The employee is required to talk and hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk and climb or balance. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Working Conditions:**

- Occasional overnight travel may be required.
- May be required to carry a cell phone, and be available to respond during working and non-working hours.
- The successful candidate will be required to clear a drug screen and a complete background check, including credit report for certain positions, after an offer has been extended and prior to being employed.

**Supervisory Responsibility:**

- None

**PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS, COMPETENCIES, SKILLS, & ABILITIES:**

*Above the minimum requirements; not required but advantageous in this position:*

Experience with Environmental Management Information Systems (EMIS) such as Enablon.

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**Other responsibilities:**

The above statements describe the general nature and level of work being performed. This position may perform other duties as assigned.

Tallgrass Energy Partners, LP is an equal opportunity employer. Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, citizenship status, marital status, medical condition, physical or mental disability or any other legally protected status. EOE/M/F/D/V

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