

UFP Industries, Inc. Job Description

Position Title:	Regulatory Compliance Associate	FLSA Classification:	Exempt – Salaried
Job Code:	TBD	Employee Class:	Salaried
Department:	Regulatory Compliance	Reports to:	Regulatory Compliance Manager

General Summary

The Regulatory Compliance Associate is responsible for assisting the Company's Regulatory Compliance Department with coordination and compliance with federal, state, and local environmental and industrial health regulations, and related matters. The role requires a science-based individual who can perform in a fast-moving environment across multiple business segments and geographies. The role will also support acquisitions, remediation, forward planning, and reporting. Legal experience is a plus.

Principal Duties and Responsibilities

- Interface with plant managers and personnel concerning environmental compliance matters.
- Provide geological context for environmental compliance matters
- Management and data interpretation at sites with impacted soil and/or groundwater
- Provide support for groundwater remediation sites (data interpretation, groundwater flow direction/velocity, contaminant distribution)
- Assess geologic conditions for on-site storm water treatment/disposal (geologic setting and materials, permeability, depth to groundwater)
- Assist the Health and Safety and Legal Departments with technical support.
- Ensure that all company operations conform to company policy and federal, state and local laws, rules and regulations.
- Assist with Stormwater, Air, Waste, Haz Mat reporting.
- Familiar with and able to edit Safety Data Sheets.
- Review and evaluate Phase 1 and Phase 2 environmental site assessment reports in real estate transactions.
- Research substantive regulations and prepare various reports as required.
- Performs other duties as required.

Job Specifications

Knowledge

- B.S. in engineering; chemistry; geology; biology; environmental science or other related field of study preferred.
- Familiar with environmental and safety regulations, legal experience is a plus.
- Minimum 3 years of experience preferred but will consider an otherwise strong candidate.

Skills and abilities

- Proficiency in the use of the English language in reading, writing and speaking.
- Excellent oral and written communication and negotiation skills.
- Ability to successfully interact with all organizational levels and the public.
- Ability to work in an environment of dynamic growth and continuous improvement.
- Ability to manage numerous projects at once, remain organized and prioritize workload.
- Ability to be mobile in the work environment and travel as required.
- Ability to pass a drug test.

Conduct

- Self-starter, action-oriented and decisive.
- Conducts self in a professional manner.
- Highly motivated and enthusiastic.
- Good interpersonal skills and an exceptional communicator.
- A team player that supports the Company's goals.
- Understands, embraces and promotes Company culture.

Disclaimer Statement

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

“UFP Industries and its subsidiaries and affiliates are equal opportunity employers. All qualified candidates will receive consideration without regard to race, color, religion, sex or national origin”

Review & Approvals

Robert Dickens	Regulator Compliance	
_____	_____	_____
Name	Department Manager	Date
_____	_____	_____
Name	Human Resources	Date