



JOB TITLE: Compliance Technician  
FLSA: NON-EXEMPT  
LAST REVISION DATE: July 20, 2017  
DIVISION: Compliance  
REPORTS TO: Compliance Manager

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#### POSITIONS SUMMARY:

The field services technician performs compliance testing and inspections on regulated storage tank systems including testing tanks and testing piping for leaks, inspection and testing of release detection systems, vapor recovery system testing and corrosion testing. Working outside in a variety of weather conditions part of the position. Main office is in Fort Collins but employees may work from other locations.

#### **Principle Accountabilities:**

- Perform testing and inspections for regulated storage tanks systems
- Install, troubleshoot and repair equipment, including automatic tank gauge systems
- Follow applicable required safety procedures needed to carry out duties above
- Record data into computer database, transmit reports, analyze data & maintain records
- Perform on-site assessments
- Follow strict safety and technical protocols

#### **Requirements:** We can provide certifications:

- Licensed and certified by state as required
- DOT certified as needed
- Able to work without direct supervision & travel extensively
- Driving record which meets company standards
- Able to lift up to 60 pounds
- Able to climb, bend, stoop, kneel and stand for various periods
- Demonstrate working knowledge of computer system
- OSHA Hazwoper certification preferred

#### JOB REQUIREMENTS:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

EDUCATION: Minimum high school diploma or equivalent training

EXPERIENCE: Three years of experience required in a related position.



**SKILLS:** Must be very organized and willing to work in a team environment. Be able to follow instructions and work independently. Be professional and have good people skills when working with co-workers, clients and other officials. Must have professional telephone skills. Attention to detail required. Must be willing to manage an ever-changing workload. Patience and flexibility are important.

**SUPERVISORY RESPONSIBILITIES:** None

**EQUIPMENT USED:** Must be able to operate computers. Must be proficient in using office machines including fax machine, copier, scanner and telephone. FileMaker knowledge a plus.

**TYPICAL PHYSICAL DEMANDS:** Must have a valid Colorado Drivers license and good driving record. Position requires regular vision and normal range of hearing. Employee must be able to lift 50 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Able to climb, bend, stoop, kneel and stand for various periods. Work in a variety of weather conditions. Position involves sitting 50% of the time.

**TYPICAL MENTAL DEMANDS:** Must be able to speak professionally and in a polite manner. Requires ability to adapt to change quickly with ever changing requests.

**WORKING CONDITIONS:** Work independently and travel extensively. Overtime may be required. Must be willing to carry out company goals and policies. May be asked to work flexible hours (nights, weekends) on occasion.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*