



JOB TITLE: Energy Services Staff Scientist/Engineer
FLSA: NON-EXEMPT
CGRS REVISION DATE: October 28, 2015
CGRS DEPARTMENT: Energy Services
REPORTS TO: Energy Services Department Supervisor

POSITION SUMMARY:

Responsible for the data collection and input for various oil and gas preliminary and final reports and projects including Air Pollutant Emissions Notices (APENs), Spill Prevention Control and Countermeasure (SPCC), Stormwater Inspections and Management, CDPHE Regulation 7 reporting, LDAR data reporting, soil, groundwater and air quality sampling assessment, and other State and Federal compliance reporting. Additional requirements of this position may include but are not limited to working in a fast-paced and dynamic team environment and involvement of all aspects of energy industry workloads. Submits deliverables to team managers and the department supervisor within set circumstances and within agreed upon limits.

PRINCIPAL ACCOUNTABILITIES:

- Be able to communicate with clients and staff verbally and in writing. Methods include personal contact, telephone, email and business correspondence.
- Coordinates incoming work with field technicians and provides project updates to managers.
- Ensures project documents and data are complete, current, and stored appropriately.
- Follow up with clients or state regulatory agencies.
- Manages incoming data and inputs and submits in report format.
- Contributes to proposal efforts including completing project scoping and assessments.
- Possesses general understanding in the areas of mobile application use/programming, database and system design.
- Effectively communicates relevant project information to superiors.
- Communicates effectively with internal and external clients to fulfill project needs.

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: Bachelor's degree in engineering, geology or environmental science or equivalent applicable areas of study.

EXPERIENCE: *Prefer 2* or more years of experience in a related position based on education and skill sets. Knowledge of federal and state environmental regulations (EPA, CDPHE, COGCC), especially as they relate to the application of environmental compliance with air, soil and water quality requirements. Knowledge of applicable oil and gas compliance regulations and reporting, soil and groundwater remedial technologies, including design, installation, and operation and maintenance, as they relate to petroleum hydrocarbon recovery is preferred. HAZWOPER or Safeland certification, knowledge of OSHA and DOT regulations a plus.

SKILLS: Technical writing skills and basic data management skills necessary. Ability to



analyze and interpret field and laboratory analytical data. Microsoft office suite and budget tracking skills needed. Must be very organized and willing to work independently, be professional, and have good conflict resolution and people skills when working with co-workers, clients and State officials. Attention to detail a must. Must be willing to manage an ever-changing and broad workload; patience and flexibility are important. General understanding of Forward Looking Infrared (FLIR) camera operation a plus.

- Staff 1: An entry level position typically lasting through the individual's first review. A Staff 1 will complete a standard training battery and demonstrate basic competence before promotion.
- Staff 2: Personnel with mastery of all relevant field, and/or office or other specialized skills.
- Staff 3: Personnel with mastery of all relevant field, and/or office or other specialized skills and advanced experience.
- Staff 4: Personnel with advanced skills, qualifications and/ or advanced certifications. Technicians at this level may manage business segments, manage specialized services, and/ or manage other technicians.

SUPERVISORY RESPONSIBILITIES: None

EQUIPMENT USED: Must be able to operate computers and demonstrate a high proficiency in MS Windows, MS Outlook, Word, and Excel. Database management experience a must. PowerPoint & Adobe at a basic level. 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 required Colorado automobile insurance. Position requires regular vision and normal range of hearing. Employee must be able to lift 10 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Position may involve sitting up to 70% of the time.

TYPICAL MENTAL DEMANDS: Must be able to speak professionally and in a polite manner. Be professional and have good people skills when working with co-workers, clients, regulators and public. Willing to manage an ever-changing workload, be patient and flexible, and attention to detail required. Proficient in using office machines including fax machine, copier, scanner and telephone.

WORKING CONDITIONS: Work in a small office setting and all seasonal elements as required. Must be willing to carry out company goals and policies. Able to work independently without direct supervision. Chargeability goals a required focus.

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.