



**JOB TITLE:** Environmental Staff Scientist (office)  
**FLSA:** NON-EXEMPT  
**REVISION DATE:** April 2, 2018  
**DIVISION:** CGRS: Environmental Services

**REPORTS TO:** Environmental Department Manager

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### **POSITIONS SUMMARY:**

The Environmental Staff Scientist performs data entry, field services, and business support duties under the general direction of the Environmental Department Manager. May research and compile information. Intermittently assists with other administrative duties. Prepares correspondence and maintains files. Researches, analyzes, and prepares varied projects as directed. Drafts routine or technical correspondence, special reports, and may perform testing activities associated with environmental assessment and remediation projects, sample collection, site reconnaissance and mapping, subcontractor oversight, data documentation, and care of field instruments.

### **PRINCIPAL ACCOUNTABILITIES:**

- Receive analytic data from external laboratory, verify completeness and correct formatting.
- Process data through spreadsheets and Word processing software to facilitate preliminary technical report generation.
- Scanning, as needed.
- Perform site reconnaissance for the purpose of generating Phase I, SPCC, and SARA Title III technical reports.
- May perform business development and marketing duties under supervision of the Department Supervisor or Director.
- Permitting, utility locates, facilitate off site access, & reporting.
- Sample soil, soil vapor, water, air and groundwater. Operate tools and equipment applicable to the media being sampled.
- Documentation of field sampling data, including soil lithology, field screening observations, water quality parameters, sampling methods and procedures.
- Site reconnaissance and mapping.
- May oversee subcontractors and assure accurate implementation of work plans for tasks including drilling, monitoring well construction, excavation, remediation system installation, and closure of petroleum storage tank systems.
- May perform operation of remediation systems and documentation of system performance data.
- Job site Health and Safety Officer.
- Establishing lines of communication with clients, regulators, property owners, and the public who may be present at a job site.

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- Work closely with all employees in a team environment.

## **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 areas of study.

**EXPERIENCE:** Prefer 2 or more years of experience required in a related position. 40 hour OSHA HAZWOPER certification and current 8 hour refresher training preferred but not required.

**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. Attention to detail required. Must be willing to manage an ever-changing workload. Patience and flexibility are important.

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 or other specialized skills.

Staff 3: Personnel with mastery of all relevant field 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 demonstrating proficiency in Filemaker Pro, MS Windows, MS Outlook, Word, and Excel, PowerPoint & Adobe Acrobat Standard. Proficient in using office machines including fax machine, copier, scanner and telephone.

**TYPICAL PHYSICAL DEMANDS:** Must have a valid Colorado Driver's license and driving record which meets company standards. Able to lift up to 50 pounds, have regular vision and normal hearing, manual dexterity sufficient to operate a computer keyboard and calculator, and

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able to climb, bend, stoop, kneel and stand for extended periods of time. 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. Must be willing to carry out company goals and policies. Able to work independently without direct supervision & travel 7-10+ days per month. Anticipate approximately 80% office time and 20% field work.

*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.*