



JOB TITLE: Environmental Staff Scientist (office) Fort Collins Office
FLSA: NON-EXEMPT
REVISION DATE: July 07, 2022
DIVISION: Environmental Services
REPORTS TO: Environmental Department Manager
COMPENSATION: \$20-\$24/Hr. D.O.E.

CGRS is a dynamic, team-oriented company with an amazing culture summarized by our mission statement: “We deliver quality solutions with integrity and expertise every time.” We believe that our greatest asset is our employees, and we enable our employees to provide our clients a world-class customer experience. If you have experience in water and waste water or a related field, and would like to join a team like this, then this job could be for you!

CGRS offers health, dental and vision insurance, competitive wages, 401(k), paid vacation, sick time, and strongly believes in work/life balance.

POSITION SUMMARY

The Environmental Staff Scientist primarily performs data evaluation and reporting, general business support duties, and occasional field services 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.
- Works closely with all employees in a team environment.

JOB REQUIREMENTS

- Combination of education and experience to provide the required skill and knowledge
- Bachelor's degree in related field
- Organized and detail oriented
- Willingness to participate in on-going training and workshops
- Responsible and professional with good people skills
- Attention to detail required
- Must be willing to manage an ever-changing workload
- Patience and time flexibility are important
- Must have a valid Colorado Driver's license and driving record which meets company standards

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
- Compensation based on experience and skill sets

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

- CGRS Software Connect
- Microsoft Windows
- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Adobe Acrobat Standard



- Office Machines including Fax Machine, Copier, Scanner, and Telephone

TYPICAL PHYSICAL DEMANDS

- Able to lift to 50 pounds
- Accurate vision
- Ample hearing
- Manual dexterity sufficient to operate a computer keyboard and calculator
- Ability 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
- Attention to detail required

WORKING CONDITIONS

- Work in an office setting and all seasonal elements
- Must be willing to carry out company goals and policies
- Able to work independently without direct supervision
- Travel 5+ days per month
- May be asked to work flexible hours (nights, weekends) on occasion, with possible on-call
- Anticipate approximately 90% office time and 10% 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.