



JOB TITLE: Office Staff Scientist
FLSA: NON-EXEMPT
DATE: January 16, 2023
DIVISION: Energy Services
REPORTS TO: Energy Services Department Manager
COMPENSATION: \$20-30/Hr D.O.E.

CGRS was founded in 1987 in Fort Collins, Colorado. CGRS personnel have experience in over forty states, and we are currently working on a multitude of environmental investigation, remediation, and leak detection projects for a variety of private companies and governmental agencies. CGRS is a team-oriented company with a culture best summarized by our mission statement: “We deliver quality solutions with integrity and expertise every time.”

At CGRS, we are committed to serving the ever-changing needs of our customers. We believe that our greatest asset is our employees, and we enable our employees to provide our clients with a valuable customer experience. 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 Energy Services Staff Scientist primarily performs data evaluation and reporting, general business support duties, and occasional field services under the general direction of the Energy Services Division Manager. As a Staff Scientist in the Energy Services Division, you will be responsible for data collection and management for various regulatory compliance reports and associated records; coordination of inspection activities; and evaluating regulatory compliance status. The day-to-day workload has a strong emphasis on air, soil, and water quality pollution prevention, investigation, and monitoring for the upstream, midstream, and downstream petroleum industries.

Our team members are passionate about growth, collaboration, innovation, integrity, and customer service. We are constantly striving to improve and better ourselves so that we can better support our clients and each other. If you have a growth mindset, you are probably a great fit for our team.

PRINCIPAL ACCOUNTABILITIES

- Collect, process, and interpret data for various reports, deliverables, and records related to federal, state, and local regulations such as:
 - Leak Detection and Repair (LDAR) programs
 - Water quality monitoring
 - Stormwater management (industrial, oil & gas, and construction)
 - Gasoline Dispensing Facility (GDF) emissions monitoring
 - Air Pollutant Emissions Notice (APEN) and permitting
 - Rolling 12-month emissions tracking



- COGCC release/remediation projects
- SARA Title III, Tier II Reporting
- Waste management and disposal manifesting
- Coordinate and schedule field work, provide technical support to field technicians and subcontractors.
- Provide relevant project updates to project managers.
- Process and interpret field data and external analytical reports.
- Generate technical reports and client notifications.
- Perform site inspections, sample soil, soil vapor, water, air, and groundwater. Operate tools and equipment applicable to the media being sampled.
- Ensure project documents, correspondence, and data are complete, current, and filed appropriately.
- Communicate effectively with clients, regulatory agencies, and staff verbally and in writing.

JOB REQUIREMENTS:

Must have a valid Colorado Driver's license and driving record which meets company standards. 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 environmental science, engineering, geology, or equivalent applicable area of study required.

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, especially as they relate to the oil and gas regulatory compliance. Demonstrated experience with air quality emissions calculations and or air quality permitting highly desired. FLIR certification and LDAR program experience a plus. Experience with relevant software and public databases (ArcGIS Pro, Tier2Submit, Surfer, CEOS, COGIS, ProMax, etc.) desired. HAZWOPER or Safeland certification, knowledge of OSHA and DOT regulations a plus.

SKILLS:

- Technical writing and basic data management and analysis skills.
- Ability to efficiently maintain accuracy and precision when accomplishing tasks.
- Strong attention to detail with a high regard for quality.
- Ability to read and understand complex regulatory language.
- Ability to adapt to a changing environment and prioritize and arrange job assignments.
- Collaboration, communication, research, and critical thinking skills.
- Must be organized and willing to work as a part of a team and independently.
- Proficiency with Microsoft Office 365 suite (Outlook, Teams, SharePoint, Word) required.
- Advanced Microsoft Excel skills desired.
- Must be professional when working with co-workers, clients, members of the public, and regulatory officials.



SUPERVISORY RESPONSIBILITIES: None

EQUIPMENT USED: Must be able to operate computers and demonstrate proficiency in MS Windows, Adobe, and common Office 365 apps. Must be proficient in using office machines including copier, scanner, and tablet. May use field equipment on occasion, such as had auger, water quality meter, camcorder, etc.

TYPICAL PHYSICAL DEMANDS: Must have a valid Colorado Driver's license and required Colorado automobile insurance. Position requires regular vision and normal range of hearing. Employee must be able to lift/carry and push/pull 50 lbs. Ability to climb, bend, stoop, kneel and stand for extended periods of time. Must have manual dexterity sufficient to operate a computer keyboard and handheld devices.

WORKING CONDITIONS: Work in a small office setting with a remote and hybrid team. Communication methods include personal contact, telephone, email, video conferencing, and business correspondence. Position requires occasional field work and exposure to all seasonal elements. Must be willing to carry out company goals and policies. Able to work independently without direct supervision. 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.