



JOB TITLE: Energy Services Project Manager
FLSA: EXEMPT
DATE: January 18, 2023
DIVISION: Energy Services
REPORTS TO: Energy Services Department Manager
COMPENSATION: \$58,008.00 – 82,247.00 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

Evaluates, selects, and applies standardized environmental project management procedures and techniques to assignments involving soil and groundwater sampling and drilling oversight for project/site characterizations. Supervise ongoing water quality monitoring and soil remedial efforts, manage all aspects of COGCC (Colorado Oil & Gas Conservation Commission) regulatory compliance for oil and gas operators. Typical projects include spill response, investigation, and reporting; remediation project closure; ongoing reporting required by COGCC; and implementation of new or updated COGCC regulatory requirements. Minimizes exposure and risk on projects.

PRINCIPAL ACCOUNTABILITIES

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Coordinates with subcontractors, drillers and state representatives to approve work plans.
- Identifies resources needed and assigns individual responsibilities.
- Manages project budget. Analyzes project profitability, revenue, margins, bill rates and utilization.
- Determines appropriate revenue recognitions, ensures timely and accurate invoicing and monitors receivables for project. Ability to communicate with clients and staff verbally and in writing. Methods include personal contact, telephone, email and business correspondence.
- Frequently work with state regulatory agencies.



- Assess regulatory applicability and compliance status, provide recommendations for corrective action.
- Ensures project documents are complete, current and stored appropriately.
- Manages data and submits in report form.
- Leads proposal efforts including completing project scoping and assessments.
- Effectively communicates relevant project information to superiors.
- Delivers engaging, informative, well-organized presentations.
- Sets and manages client expectations.
- Develop lasting relationships with client personnel that fosters client ties.

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 environmental science, engineering, geology, or equivalent applicable area of study required.

EXPERIENCE: 1-3 years of project management experience, and 3-5 years in a related position. Specific experience within the oil and gas industry and detailed knowledge of COGCC rules and regulations is highly desired.

SKILLS: Technical writing skills and basic data management experience necessary. Must possess a thorough knowledge of various soil and groundwater investigation and remedial technologies. Must understand COGCC, CDPHE (Colorado Department of Public Health and Environment), and federal environmental compliance issues, specifically recordkeeping and reporting requirements. Must be able to review new and changing regulations and advise operations on methods for compliance. 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. HAZWOPER certification and knowledge of OSHA (Occupational Safety and Health Administration) and DOT (Department of Transportation) regulations a plus.

SUPERVISORY RESPONSIBILITIES: None

EQUIPMENT USED: Must be able to operate computers demonstrating 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. Must be capable of calibrating and using basic field instrumentation, including PID's, water quality multi-parameters meters, interface probes and water level indicators

TYPICAL PHYSICAL DEMANDS: Must have a valid Colorado Driver's license and driving record which meets company standards. 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. Position involves driving, standing, bending, and heavy lifting 20% of the time.



WORKING CONDITIONS: Must be willing to carry out company goals and policies. Requires good MVR, background check, physical and drug test. Average work week is 45 hours. 85% minimum average chargeability based on a 45-hour work week is 38.25 hours on average. Training, business development, and administrative duties account for the remaining time.

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.