



JOB TITLE: Environmental Staff Scientist (Office)
FLSA: NON-EXEMPT
REVISION DATE: March 2024
DIVISION: Environmental
REPORTS TO: Environmental Remediation Supervisor
COMPENSATION: \$20.00 - \$30.00/Hr D.O.E. (We do not pay below any local minimum wage)
DEADLINE: April 27th, 2024

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 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:

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.

SKILLS: 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.

PREFERRED 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 I: An entry level position typically lasting through the individual's first review. Staff I will complete a standard training battery and demonstrate basic competence before promotion.

Staff II: Personnel with mastery of all relevant field or other specialized skills

Staff III: Personnel with mastery of all relevant field or other specialized skills and advanced experience

Staff IV: 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 high proficiency in MS Windows, MS Outlook, Word, and Excel, PowerPoint & Adobe at a basic level. Must be proficient in using office machines including fax machine, copier, scanner, and telephone.

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 50 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Ability to climb, bend, stoop, kneel and stand for extended periods of time. Position involves sitting 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..