



JOB DESCRIPTION

Job Title: Senior Environmental Consultant
Compensation: \$100,000-\$120,000/year
DOE
FLSA: Non-exempt

Class: Full-time (40 hours per week)
Reports to: Environmental Manager,
Plans & Permits Division

SUMMARY

As a Senior Consultant for Integrity Environmental LLC (Integrity), this position will create permits, plans, and other supporting documents to meet State, Federal, and local environmental regulatory requirements. The Senior Environmental Consultant may supervise and manage Environmental Consultants and/or Associate Environmental Consultants with Integrity. The Senior Environmental Consultant will also travel to and perform in-depth environmental compliance audits at industrial facilities. A thorough knowledge of applicable Federal and State of Alaska environmental regulations is required. Flexibility and participation in the development and growth of the firm is expected. This is a remote position, but the employee must reside in Alaska.

DUTIES

- Write, review, and update environmental permitting to support compliance within all regulatory areas, including:
 - APDES/SWPPP
 - PAEL/ORL and Title V air permitting
 - Spill response planning including SPCC plans, FRPs and ODPCPs for Bulk Fuel Facilities, Tank Vessels, and Non-Tank Vessels
 - EPCRA Tier II reporting
 - Phase I/II Environmental Site Assessments
 - Hazardous Waste Management programming and reporting
 - Site Characterization workplans and final reporting
 - Other permitting tasks to support industrial activities
- Provide environmental plans and permits compliance training to clients, including spill response exercise planning and facilitation.
- Manage projects from start to finish. Delegate tasks as applicable and ensure projects remain on schedule and on budget.
- Maintain set utilization (billable) rates.
- Utilize project management software (Asana) to maintain exceptional internal and external communication of project progress, schedule, and budget to all key stakeholders.
- Identify and professionally communicate compliance issues, areas of interest to the client, and areas of regulatory overlap.

- Travel to industrial sites and use knowledge of bulk fuel infrastructure to assess compliance with applicable regulations.
- Create figures using ArcGIS software to support Plans & Permits.
- Perform high-level technical editing on all documents as needed, including proofreading for grammar, spelling, punctuation, spacing, and editing for clarity.
- Use professional communication to educate clients and others on the complex State, Federal, and local regulations, and how they interact with industrial facility infrastructure and operations.
- Maintain a high level of client confidentiality.
- Perform inside sales with existing clients, to include processing and bidding client requests and recognizing and acting on sales opportunities.
- Assist with developing marketing or other promotional materials to support requests for proposals (RFP's), recruitment, and all marketing avenues. This may include, but is not limited to, developing project summary write-ups, completing content for RFPs, ensuring participation in on-site photography to support content creation for social media campaigns.
- Maintain and create standard operating procedures (SOP) documents within Integrity's existing operations program.
- Other duties as assigned

SUPERVISORY DUTIES

The Senior Consultant will be responsible for the management of Associate Environmental Consultants/Environmental Consultants with Integrity.

Duties will include:

- Accomplish Integrity's objectives by supervising staff and organizing and monitoring work processes.
- Ensure all supervised employees meet set utilization rates for their position.
- Organize workflows and ensure that employees understand their duties and/or delegated tasks.
- Oversee and/or conduct training for Associate Environmental Consultants/Environmental Consultants.
- Monitor employee productivity and provide constructive feedback and coaching.
- Review & monitor timesheets and approve for payroll.
- Prepare, review, and submit periodic performance reports.

QUALIFICATIONS

- B.S. in science, engineering, or another related field. May substitute years of relevant experience for degree.

- Experience in environmental permitting or engineering report writing. Minimum of five years of experience doing related work.
- Experience supervising 1-5 employees.
- Demonstrated ability to participate in individual and team-based activities, including a willingness to teach and train others.
- Strong written and verbal skills, including comfort with discussing technical details with Integrity clients and external contacts. Research and analytical skills highly desired.
- Ability to meet deadlines and anticipate the time work commitments will take.
- In-depth knowledge of Microsoft Office, particularly Excel, Word, Adobe Pro, and other related computer programs.
- Ability to work in online office environments such as OneDrive and SharePoint.
- Ability to research publicly available data for descriptive purposes in spill response, storm water, and other plans for industrial facilities.
- Ability to perform advanced technical editing of documents in Microsoft Word.
- Ability to communicate highly technical information professionally and respectfully to clients, from the truck driver to the CEO. Sensitive and accommodating to cultural differences in learning and communicating.
- Experience utilizing project management software to track project progress and schedule.

PREFERENCES

- Knowledge of bulk fuel or industrial transportation facility operations
- Knowledge of seafood processing facility operations
- Knowledge and experience working with Title V Air Permits
- Knowledge and experience working with Alaska Industrial Wastewater Discharge Permits
- Knowledge/experience with Tank Vessel and Non-Tank Vessel ODPCP plans
- Knowledge of Adobe InDesign, Asana, MS Teams, and QuickBooks Online
- Experience with developing soil and water sampling work plans
- ADEC Qualified Environmental Professional or Qualified Environmental Sampler

REMOTE WORK REQUIREMENTS

All duties are to be performed at the employee's home or at the job site, using their personal automobile. No office space is provided with this job. To perform this job, the successful applicant must have their own office space, access to a phone, and high-speed internet to be dedicated to work activities. A company-owned laptop and the most current versions of applicable software programs will be provided by Integrity.



TRAVEL

Travel is periodically required for this position. Travel will typically be 1-5 days in length, and will be to remote, rural Alaskan locations. Travel is estimated to vary but can be up to 50% depending on the workload, seasonality, and other considerations. Mileage reimbursement and per diem will be given for all Integrity travel. All travel details will be mutually agreed upon by both the employer and employee.

The applicant must possess a valid driver's license with a satisfactory driving record and automobile insurance with the following coverage rates: Bodily Injury \$100,000/\$300,000.

SCHEDULE

This position is full-time, 40 hours per week. This position is overtime eligible.

BENEFITS

- Health Insurance (Blue Cross/Blue Shield of Alaska)
- Fully vested SIMPLE IRA Retirement benefits with 3% company matching
- Ongoing annual paid training budget
- Paid time off (PTO)
- Paid holidays in-sync with Anchorage School District
- Paid parental leave, bereavement leave
- Company-paid emergency medical evacuation coverage (LifeMed) for the employee and family members residing in employee's home
- Worker's Compensation coverage

Benefits not included:

- Long-term or Short-term insurance