



## JOB DESCRIPTION

**Job Title:** Consultant

**Class:** Full-time (40 hours per week)

**Compensation Range:** \$24-30 per hour DOE

**FLSA:** Non-exempt

**Reports to:** Senior Consultant

## SUMMARY

As a 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 Consultant will also travel to and perform standard environmental compliance audits at industrial facilities. A thorough knowledge of applicable Federal and State of Alaska environmental regulations (or the ability to acquire this knowledge) is required.

## 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, FRP and ODPCP plans,
  - EPCRA Tier II reporting
  - Phase I/II reporting
  - EIS and NEPA documentation
  - Other permitting to support industrial activities
- 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.
- Assist with creating GIS maps and figures to support permitting.
- Perform high level technical editing on all documents as needed, including proof reading 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 facilities.
- Maintain a high level of client confidentiality.
- Assist with developing marketing or other promotional materials, including on-site photography and content creation for social media campaigns, etc.
- Other duties as assigned

## **QUALIFICATIONS**

- Bachelors degree in science, engineering or another related field.
- Located in a hub city such as Fairbanks, Anchorage (and Valley), or Juneau.
- Experience in environmental permitting or engineering report writing. Minimum of two years of experience doing related work.
- 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 Google Drive.
- 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 travel to remote sites in Alaska to perform site audits and inspections.
- 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.
- Experienced and comfortable traveling throughout rural Alaska utilizing small planes, ferries, ATV's, and other boats.

## **PREFERENCES**

- Knowledge of bulk fuel or industrial transportation facility operations
- Knowledge of State and Federal environmental regulations and permitting requirements
- Knowledge of Adobe InDesign, Smartsheets, Slack, and QuickBooks
- Knowledge of ArcGIS software
- Experience with soil and water sampling

## **REQUIREMENTS**

All duties, aside from travel, are to be performed at the employee's home and with 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, printer and the most current versions of applicable software programs will be provided by Integrity.

Travel is periodically required for this position. Travel will typically be 1-5 days in length, and will be to remote, rural Alaskan locations. 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 part-time with an average of 40 hours per week. Overtime must be pre-approved. Actual work schedule is flexible and dependent upon available work. When work is assigned, a deadline for completion will be included. Travel will occur on a schedule that is mutually agreeable to both employee and the Company. The successful applicant will be able to manage the workload within their flexible schedule to meet the assigned deadlines.

## **EXPENDITURE AUTHORITY**

This position has no expenditure authority.

## **COMPENSATION & BENEFITS**

As Consultant for Integrity, your compensation will be hourly and eligible for overtime with pre-approval.

Additional benefits will include, but are not limited to:

- Simple IRA Retirement benefits with 3% company matching
- Ongoing annual paid training as determined by employer
- Workman's Compensation coverage as determined by employer
- Eligibility for annual bonus
- Health Insurance (Blue Cross/Blue Shield of Alaska)
- Paid time off (PTO)
  - 80 hours of leave accrual per year
  - One day of leave per year service at the company up to a total of one additional week of leave accrued at five years of service (three weeks total)
- Holiday Pay for the following holidays: New Year's Day, Seward's Day (Last Monday in March), Memorial Day, 4th of July, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day

Benefits not included:

- Long-term or Short-term insurance



## **ADMINISTRATION**

Work is to be documented in TSheets. Hours worked are to be submitted in an electronic time sheet with a brief description of project progress and the date/time hours were worked. Employee is to submit hours worked by the 15<sup>th</sup> and last day of each month by 5:00pm. Pay distribution will occur on the 15th and last day of each month via automatic direct deposit.

## **DURATION**

Employment is considered “at will” and the person hired into this position will be expected to sign and return an acknowledgement of this employment status stating that they understand that this means that Integrity can end employment at any time without cause or notice.

All new Integrity employees are required to adhere to a 90-day probationary period during which extra coaching will be provided to learn the new position. At the end of the probationary period, a formal review and discussion will ensue regarding continued employment. This probationary period does not change the at-will employment relationship between the employee and Integrity.