



JOB DESCRIPTION

Job Title: Consultant

Class: Full-time (30-40 Hours Per Week)

Compensation: \$25-\$30 per hour D.O.E.

FLSA: Non-exempt

Reports to: Senior Consultant

INTEGRITY ENVIRONMENTAL MISSION & VALUES

Mission

We are Alaska's bulk fuel storage experts.

Philosophy

Our commitment is to build the knowledge, experience and tools within our client companies to protect their resources and assist them to consistently fulfill their environmental responsibilities.

Values

Integrity: We hold ourselves to the highest standards of honesty and ethical business practice.

Knowledge: We implement knowledgeable and customized environmental management systems for our clients. We are invested in being leaders in researching, learning and sharing knowledge.

Respect: We are privileged to work with people from all walks of life. Respect for diverse perspectives, traditions, and strategies is a foundation for successful projects.

Community: Bulk fuel farms are an integral part of the Alaskan communities they serve. Those communities are best served when we help our clients cost effectively manage their fuel storage systems to the highest possible standards.

Legacy: We love and learn from the history of Alaska and recognize that our work protects her future.

Humor: Humor breaks the ice, builds relationships, and makes a hard job fun!

Family: Family is at the core of Integrity Environmental values. Our innovative, digital workspace makes it possible for our team to meet the needs of both their families and our clients.

Simplicity: Environmental regulations are multi-layered and complex. We strive to write plans and reports in plain English so they are easily understood by all.

POSITION SUMMARY

As a Consultant for Integrity Environmental LLC (Integrity) this position has the responsibility of the timely delivery of clearly written environmental plans and permits as detailed in assigned work for bulk fuel storage and handling industry clients. This position is responsible for developing long-term positive working relationships with clients while promoting the growth of the company.

DUTIES

- Support the client relationship with assigned accounts, serving as the client's first point of contact per project, understanding client goals and motivations and meeting client expectations.
- Write, review, and update environmental permitting to support compliance within all regulatory areas, including:
 - APDES/SWPPP
 - PAEL/ORL air permitting
 - Spill response planning including SPCC, FRP and ODPCP plans
 - EPCRA/Tier II reporting
 - Phase I/II Environmental site assessments
 - EIS and NEPA documentation
 - Other permitting and planning to support industrial activities
- Identify and professionally communicate compliance issues, areas of interest to the client, and areas of regulatory overlap. Ensure clients are informed of the status of their projects.
- Advocate for client deliverables to meet or exceed the expectations of the client's contract, requesting support and resource allocation as necessary to ensure client deadlines are met.
- Ensure all lines of communication are clearly supported; obtaining internal change order approval from the Senior Consultant prior to notifying the client of any potential change in project scope.
- Perform all work in accordance with all federal, state and local regulatory and technical requirements.
- Perform site visits as necessary to support plan and permit issuance.
- Finalizing all site visit travel plans, reviewing schedules and connections for accuracy and completeness and coordinating the transportation of all equipment, tools and resources required in the field.

QUALIFICATIONS

To perform the job successfully an individual must be able to perform each of the job duties in a satisfactory manner.

- Three years experience with environmental permitting and planning.
- Proven experience as a consultant, scientist, regulator or other relevant experience.
- Maintain the confidentiality of all sensitive communications.
- Ability to work from home, independently on assigned tasks.
- Ability to write with few technical or grammatical errors.

- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional critical thinking skills.
- Professional communication and manner are essential.
- Proficient in computer skills using Microsoft Word, Excel, Power Point, Outlook, and Google Suite products.
- Ability to work with others using courtesy, tact, and good judgment.

PREFERENCES

- Knowledge of bulk fuels or transportation industries.
- College degree, or technical certifications in a related field such as biology, chemistry, engineering, environmental policy, etc.
- Tier II/EPCRA reporting experience.
- Experience with hazardous waste management planning and 40 CFR 262.
- Experience with ODPCP planning and 18 AAC 75.
- Experience with State and Federal air or water permitting.
- Knowledge/experience with Smartsheets.
- Technical training and/or presentation skills

REQUIREMENTS

All duties 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 perform work activities. A company-owned laptop, printer, and the most current versions of applicable software programs will be provided by Integrity.

There are travel requirements for this position including, but not limited to: site visits to both urban and rural Alaska, client meetings, and pickup and delivery of samples and equipment. 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 a full-time position working 30-40 hours per week on average with a flexible schedule based on workload and personal preferences of the successful candidate. Overtime must be pre-approved. The successful applicant will be able to manage the workload within their schedule to meet the assigned deadlines.



COMPENSATION & BENEFITS

As a Consultant for Integrity, your compensation will be \$25-\$30 per hour depending on experience.

Additional benefits include:

- Health insurance
- Paid time off (PTO)
- Holiday pay
- Retirement benefits with 3% company matching
- Ongoing paid training as determined by employer
- Workman's Compensation coverage
- Eligibility for annual bonus

Benefits not included:

- Long-term or Short-term insurance