

SUMMARY / OBJECTIVE

The engineering manager plans, organizes and directs engineering to meet company objectives for design, new product development and improvement of existing product lines by performing the following duties personally or through subordinates.

Support projects involving soil, groundwater, and/or soil vapor assessment and/or remediation, and a variety of environmental related geological and civil projects. Work in a close-knit project team, and perform a wide variety of assigned tasks, including both office and field activities. Short-term (days to weeks) travel may be required.

REPORTS TO

Operations Manager

ESSENTIAL FUNCTIONS

ADMINISTRATIVE REQUIREMENTS:

- Comply with policies and practices as described in the Company Employee Handbook
- Adhere to Company Injury and Illness Prevention Program (IIPP) and all Health & Safety programs
- Performs the following tasks consistently, accurately, and on-time:
 - ✓ Turn in receipts and sub-contractor invoices to accounting with the correct job and task numbers noted
 - ✓ Enter billable time into a Company accounting database with the correct job and task numbers
 - ✓ Maintains a billability set by upper management (typically between 75% and 90%)
 - ✓ Enter working hours into a Company accounting database

OFFICE ACTIVITIES MAY INCLUDE:

- Manage a variety of environmental investigation and remediation tasks and projects from small to complex
- Prepare proposals, cost estimates, and schedules
- Develop work plans for site investigation and remediation activities and directs field staff
- Prepare regulatory reports including remedial investigations, feasibility studies, cleanup action reports, sample and analysis plans, quality control/assurance plans, and health and safety plans
- Evaluate remediation technologies and present technical recommendations
- Interfaces with clients and regulators
- Conduct assigned staff reviews; provide staff mentoring
- Take professional charge on assigned projects

FIELD ACTIVITIES MAY INCLUDE:

- Site Visits
- Overseeing field programs



SENIOR ENGINEER

JOB DESCRIPTION

- Participating physically in various field programs (engineering, geologic, or remediation, demolition or construction) to support staff and project execution/completion.

EXPECTED COMPETENCIES

- Excellent verbal and written communication skills
- Ability to work effectively within small project teams
- Ability to produce quality work products on time and within assigned budgets
- Eagerness to learn new things
- Sufficient background in math, chemistry and physics to apply knowledge to environmental remediation
- Data management, including facility with Microsoft Excel and Access
- Microsoft Word operation for report preparation and editing

SUPERVISORY RESPONSIBILITY

This position manages some or all employees of the department and is responsible for the performance management and hiring of the employees within that department.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

The performance of this position may occasionally require visiting a job site, which may require the use of personal protective equipment.

PHYSICAL DEMANDS

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. These physical demands are not intended to be a comprehensive list of ALL the physical demands required to perform the essential functions of this job.

Field visits may require extended periods of standing and walking.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

TRAVEL

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.



SENIOR ENGINEER

JOB DESCRIPTION

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's or Master's Degree in Civil, Environmental, or Chemical Engineering
- California Professional Engineer (P.E.) civil or environmental
- 10 plus years of consulting experience
- Understanding of environmental regulations including state and federal (e.g.: MTCA, CERCLA, and RCRA)

ADDITIONAL REQUIREMENTS

- 40-Hour HAZWOPER training and annual refresher
- Maintain a valid and appropriate California State Driver's License

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Trinity Source Group, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.