



# SENIOR GEOLOGIST

JOB DESCRIPTION

## SUMMARY / OBJECTIVE

Conduct and support projects involving soil, groundwater, and/or soil vapor assessment and/or remediation, and a variety of environmental-related geological and civil projects. Apply geologic education to investigating and remediating environmental contamination in soil, water, and air. 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
  - ✓ 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
- Participating physically in various field programs (engineering, geologic, or remediation, demolition, or construction) to support staff and project execution/completion.



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## 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

Directly supervises one to eight or more employees and consultants involved in each project. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems; all of these human resources responsibilities are fulfilled in coordination with Trinity senior management and the Human Resources 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.



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## REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's or Master's Degree in Geology or similar field
- California Professional Geologist (P.G.) \*\* Required
- Engineering Geologist (C.E.G.) or Hydrogeologist (C.Hg) \*\* Desired
- 10 plus years of consulting experience
- Understanding of environmental regulations including local, 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.