

## SUMMARY / OBJECTIVE

Support projects involving soil, groundwater, and/or soil vapor assessment and/or remediation, and a variety of environmental related geological and civil projects. Apply engineering 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

Project Manager/Senior Professional

## 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
  - ✓ Maintain a billability of 90%
  - ✓ Enter working hours into a Company accounting database

### OFFICE ACTIVITIES MAY INCLUDE:

- Checking work products for accuracy
- Uploading site data and completed reports to State databases
- Preparing Health and Safety Plans and Job Hazard Analyses for field work
- Evaluation of site geologic and chemical data to recommend next steps to project team
- Preparation of work plans for site assessment
- Liaison with permitting agencies to secure permits for site work (well installation, street encroachment, tank removal, etc.)
- Liaison with analytical laboratories to arrange delivery and appropriate lab analysis of samples
- Liaison with various subcontractors (drillers, surveyors, etc.) to schedule and oversee site activities
- Liaison with regulatory agencies and clients
- Preparation of remedial action plans
- Remediation system design including uses of AutoCAD or other drafting software
- Preparation of cost estimates for site assessment, remediation, and related activities
- Preparation of various reports, including groundwater monitoring, site assessment, remediation implementation, operations and maintenance, remedial progress, and others

## FIELD ACTIVITIES MAY INCLUDE:

- Overseeing and implementing remedial installations of various types
- Overseeing soil excavations and aboveground/underground tank removals
- Conducting operations and maintenance on remediation systems
- Supporting site investigation activities including soil sample logging and preservation
- Soil, groundwater, and soil vapor sample collection
- Properly containerizing and disposing of investigation-derived wastes
- Participate in field work tasks needed to complete UST removals, AST removals, remedial soil excavations, remedial system installations, limited building demo associated with remediation projects, remedial injection programs, and support drilling operations including driller helper tasks as needed
- Participate in a wide variety of field work and actively support the field team in getting field work and tasks completed
- Take detailed notes of field activities and complete various field forms accurately, neatly, completely, and legibly
- Conduct field activities in accordance with site Health and Safety Plan, and document compliance

## 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 assessment and remediation
- Data management, including facility with Microsoft Excel and Access
- Microsoft Word operation for report preparation and editing

## SUPERVISORY RESPONSIBILITY

This position typically does not supervise Company employees, but may supervise various subcontractors

## WORK ENVIRONMENT

While performing the duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at job sites. The noise level in the work environment and job sites can be loud. The employee position regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust. Required safety training provides employee with the knowledge for mitigating hazards associated with this work.



# STAFF ENGINEER

## JOB DESCRIPTION

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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.

The employee lifts heavy objects, walks and stands for long periods of time and performs strenuous physical labor under adverse field conditions. The employee lifts, pushes, pulls or carries objects; uses abdominal and lower back muscles to provide support over time without fatigue. The position requires good manual dexterity (hand, hand with arm, two hands) and multilimbed coordination. The employee must have excellent stamina.

### POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position which will typically involve 40+ hours a week. Due to the nature of the job, the employee must be available on-call early/late hours to deal with unexpected conditions at the job site. Long field days (12- 15 hours) may be required.

### TRAVEL

The employee may travel extensively (including overnight and/or multiple nights) when the job site is not close to the main office or when responsible for activities at two or more sites

### REQUIRED EDUCATION AND EXPERIENCE

Bachelor's or Master's Degree in Civil, Environmental, or Chemical Engineering

### 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,



# STAFF ENGINEER

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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.