



Job Description: **Sr. Environmental Engineer/ Division Manager**

Pay Range: (\$75,000 to \$100,000/ year based on experience)

Minimum Requirements: Professional Engineer (PE) with 10+ years' experience and specialized environmental training

Reports to: Jim Blazek

FLSA Status: (Salary Exempt)

DESCRIPTION

The employee will be required to provide support in the day to day operations associated with the Remediation/Compliance Division. This will basically include the pricing, coordination, management, report development and invoicing of remediation, underground storage tanks, permitting, compliance and or emergency response projects.

In addition, the engineer will provide assistance to other divisions and help coordinate efforts with Leaaf's Clients and regulatory and government agencies (U.S. Environment Protection Agency (EPA), Louisiana Department of Environmental Quality's (LDEQ), Occupational Safety and Health Administration (OSHA), etc.). Primary responsibilities include, but are not limited to:

- Manage Remediation Division Projects
- Development of corrective action plans, remediation plans, and quality assurance/quality plans.
- Coordinating and implementing field sampling events, including soil, surface water, and groundwater sampling, measurements, use of scientific instruments, and recording data events in various site settings.
- Review of Leaaf employee reports and help develop policies and procedures for Remediation/Compliance Division work.
- Communicating and coordinating with regulatory agencies, clients, partners, laboratories, and other project related personnel.
- Representing Leaaf professionally to external parties.
- Policy review and regulatory analysis.
- Preparing statements of qualifications, bid packages, plans, etc. as needed.
- Representing Leaaf at public meetings.
- Attending classes and seminars as needed to uphold and expand contributions to Leaaf's scope of services.
- Performing basic office work including typing, copying, filing, and making professional phone calls, office supply runs.
- Other duties as assigned.
- Performing emergency response work (including Hurricane Response).
- Support the Members of the LLC.

Additional duties may include:

- Taking classes and complete testing as needed to become an Asbestos Designer.
- Reviewing documents and signing off on documents that require a PE signature.
- Assisting Leaaf and providing the professional licenses need to allow Leaaf to become a licensed engineering firm.
- 404, SPCC and SWPPP Permitting.
- Land surveying.
- Travel out of the New Orleans Metropolitan area.



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- Marketing and the joining and active participation trade organizations.

ELIGIBILITY REQUIREMENTS

- A Bachelor's degree (B.A or B.S.) in Engineering.
- Maintain a Professional Engineers License in Louisiana and ability to be certified in other states (MS, TX, AL).
- Ten (10) or more years of experience in the field of environmental science or related projects; or equivalent combination of education and experience.
- US Citizenship or valid documentation for work in the United States.
- Pass EVerify.
- Pass security clearance at government facilities, TWIC, and similar as needed.
- Maintain valid driver's license, automobile insurance, reliable transportation.

QUALIFICATIONS

The employee must be capable of working 8 am to 5 pm, Monday through Friday, and participating in out of town, after hours and overnight, or weekend work up to 5% of the time. This position will require the employee to work outdoors in various weather conditions and frequently lift up to 40 pounds. The employee must pass a physical exam. The employee must be able to wear a respirator, climb heights greater than 6 feet, enter confined spaces, drive at night, and travel long distances. The employee must maintain current OSHA 40 Hour Hazwoper training and be able to attend other environmental training as required to complete projects.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

SKILLS

The employee must have, or have the ability to attain in a reasonable time frame, the following skills and abilities:

- Proficiency in the use of use of Microsoft Office (Word, Excel, PowerPoint) applications for completion of reports, plans, etc. CAD, GIS, and/or Microsoft Access capabilities are a plus.
- Ability to use time keeping/budget software to submit weekly timesheets and develop cost estimates.
- Ability to manage scopes, schedules, and budgets for projects and work tasks.
- Ability to work as part of a team, under general supervision.
- Ability to execute field and office tasks and operate independently at times – specifically in field settings.
- Ability to apply analytical/scientific thinking to define and solve problems.
- Ability to communicate effectively, verbally and in writing, with management, staff, and clients.
- Ability to adapt basic mathematic and scientific concepts such as probability and statistical inference, and to apply concepts such as fractions, percentages, ratios, statistics, and proportions, to practical situations.



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- Ability to attend specialty training and pass exams/tests to obtain training; this includes private, public, state, and/or federal certificates.
- Manage personnel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee may be exposed to wet or humid non-weather conditions and varying outdoor weather conditions. The employee is occasionally exposed to work near moving mechanical parts, work in high and/or precarious places, fumes or airborne particles, toxic or caustic chemicals, asbestos/lead/mold, radioactive substances, or other environmental contaminants. The noise level in the work environment is usually moderate but may exceed 65 decibels. The employee is expected to understand safety concerns for each job and take the appropriate steps to eliminate safety concerns and follow Leaaf's Health and Safety programs.