



## JOB DESCRIPTION

**Job Title:** Associate Environmental Consultant    **Class:** Full-time (40 hours per week)  
**Compensation Range:** \$22.50 -\$27.50/hr DOE    **FLSA:** Non-exempt  
**Reports to:** Senior Environmental Consultant

### SUMMARY

As an Associate Environmental Consultant for Integrity Environmental LLC (Integrity), this position will assist in creating permits, plans, and other supporting documents to meet State, Federal, and local environmental regulatory requirements. The Associate Environmental Consultant will also travel to assist with standard environmental compliance audits at industrial facilities. A thorough knowledge of applicable Federal and State of Alaska environmental regulations, or the ability to acquire this knowledge, is required. This is a remote position, but the employee must reside in Anchorage/Mat-su areas of Alaska.

### DUTIES

- Assist with writing, reviewing, and updating environmental permitting to support compliance within all regulatory areas, including:
  - APDES/SWPPP
  - PAEL/ORL and Title V air permitting
  - Spill response planning including SPCC Plans, FRPs, and ODPCPs
  - EPCRA Tier II reporting
  - Phase I/II Environmental Site Assessments
  - EIS and NEPA documentation
  - Other permitting to support industrial activities
- Under the guidance and accompaniment of a supervisor, travel to industrial sites and use knowledge of bulk fuel infrastructure to assess compliance with applicable regulations.
- Create figures using ArcGIS software to support Plans & Permits.
- Maintain set utilization (billable) rates as provided by supervisor.
- Perform high level technical editing on all documents as needed, including proof reading for grammar, spelling, punctuation, spacing, and editing for clarity.
- Maintain a high level of client confidentiality.
- Assist with developing marketing or other promotional materials, including on-site photography and content creation for social media campaigns, etc.
- Other duties as assigned

### QUALIFICATIONS

- B.S. in science, engineering or another related field
- Located in the Anchorage or Mat-Su Valley areas.
- Experience in environmental permitting or engineering report writing. Minimum of one year of experience doing related work.
- Demonstrated ability to participate in individual and team-based activities, including a willingness to teach and train others.
- Ability to meet deadlines and anticipate the time work commitments will take.



- In-depth knowledge of Microsoft Office, particularly Excel, Word, Adobe Pro, and other related computer programs.
- Ability to work in online office environments such as Microsoft SharePoint.
- Ability to research publicly available data for descriptive purposes in spill response, storm water, and other plans for industrial facilities.
- Ability to perform advanced technical editing of documents in Microsoft Word.
- Ability to travel to remote sites in Alaska to assist with site audits and inspections.
- Experienced and/or willingness to travel throughout rural Alaska utilizing small planes, ferries, ATV's, and other boats.
- Sensitive and accommodating to cultural differences in learning and communicating.

## **PREFERENCES**

- Knowledge of bulk fuel or industrial transportation facility operations
- Knowledge of Adobe InDesign, Asana, Teams, and QuickBooks
- Knowledge of ArcGIS software
- Experience with soil and water sampling
- Experience utilizing project management software to track project progress and schedule

## **REMOTE WORK REQUIREMENTS**

All duties, aside from travel, 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 be dedicated to work activities. A company-owned laptop and the most current versions of applicable software programs will be provided by Integrity.

## **TRAVEL**

Travel is periodically required for this position. Travel will typically be 1-5 days in length, and will be to remote, rural Alaskan locations. Travel is estimated to vary but can be up to 50% depending on workload, seasonality, and other considerations. Mileage reimbursement and per diem will be given for all Integrity travel. 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 full-time, 40 hours per week. This position is overtime eligible.



## **BENEFITS**

- Fully vested Simple IRA Retirement benefits with up to 3% company matching
- Ongoing annual paid training as determined by employer
- Worker's Compensation coverage as determined by employer
- Paid time off (PTO)
- Paid holidays in-sync with Anchorage School District
- Paid parental leave, bereavement leave
- Low deductible health insurance (Blue Cross Blue Shield of Alaska)
- Company paid emergency medical evacuation coverage (LifeMed)

### Benefits not included:

- Long-term or Short-term insurance