



TRINITY CONSULTANTS
Services & Products

TRINITY CONSULTANTS

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Dallas, Texas 75251

(972) 661-8100

trinityconsultants.com

Trinity 
Consultants

Environmental solutions delivered uncommonly well

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COMPANY OVERVIEW

Trinity Consultants provides a unique blend of consulting services and software to meet the needs of clients in areas related to regulatory compliance and environmental management. Within each service area, we provide consulting and technical services, as well as related software to meet individual client needs. Founded in 1974, Trinity Consultants has grown into a worldwide firm serving nearly 1,200 clients in all 50 states and supporting more than 2,000 users of our BREEZE® air dispersion modeling software in nearly 70 countries. Our success is based on a commitment to client satisfaction achieved through exceptional quality work performed with utmost professionalism.

For over 30 years, Trinity Consultants has assisted industrial facilities nationwide with myriad environmental issues. Our regulatory compliance services include air permitting, air dispersion modeling, control technology analysis, water quality permitting, client advocacy, and compliance auditing. As companies strive not only to meet regulatory requirements but also to adhere to them over the long term, we help facilities monitor and report regulatory compliance.



The complexity of the regulatory requirements facilities face and the ramifications of noncompliance place a premium on developing effective environmental management practices. We help clients achieve environmental management goals related to ISO 14000, sustainability and pollution prevention, by-product synergy, emissions trading, due diligence, and global climate change.

Recognizing the key role that air dispersion modeling plays in regulatory compliance demonstration, Trinity provides its market-leading BREEZE air dispersion and explosion modeling software. Today, more than 2,500 professionals in nearly 70 countries use BREEZE software. All BREEZE applications include a user-friendly interface and expert customer support.

Another facet of Trinity's technology services, T3®, a Trinity Consultants company, implements Environmental Health, and Safety (EH&S) data management solutions for industrial clients.

SIN 899-1: ENVIRONMENTAL CONSULTING SERVICES

Environmental Program Management

Trinity provides a variety of environmental program management services, including ISO 14001 certification assistance, EH&S management system development and implementation, compliance management tool development and implementation, greenhouse gas emissions trading assistance, business sustainability assistance, and due diligence analyses.

Economic, Technical, and Risk Analyses

Trinity assists clients with EPA's Section 112(r) Risk Management Program (RMP) and assesses the residual risk that remains following compliance with the Section 112 NESHAPs. We also develop Risk Management Plans for clients.

Developing Plans to Meet Environmental Regulations

Trinity's core business focuses on environmental compliance services, including regulatory applicability, permitting, and compliance management. Our consultants assisted clients with regulatory applicability determinations and permit applicability studies. We also provide compliance plan support and ISO 14000-compliance assistance. In addition, we conduct feasibility studies and provide strategic planning.

Compliance Effects of Process Modifications

Trinity evaluates regulatory implications associated with modifications and helps clients to make necessary permit changes associated with Prevention of Significant Deterioration (PSD), Nonattainment New Source Review (NNSR), or Title V operating permit requirements. We also conduct control technology evaluations and perform siting analyses for new process units.

Review of New Technologies' Impact on Compliance

Trinity provides a variety of related services, including regulatory applicability analysis, control technology evaluation, PSD permitting, and Title V permit revision.

Environmental Compliance Audits

Trinity conducts comprehensive environmental compliance audits for government and industry.

Compliance Management Planning

Trinity assists clients with compliance management plan development and support as well as strategic planning.

Hazard and Exposure Assessments

Trinity's line of hazardous release and explosion modeling software includes the *BREEZE*[®] *HEXDAM*[®], *VEXDAM*, and *VASDIP* models, which predict the structural and human damage that result from an explosion. In addition, Trinity conducts hazards analyses for new process units at facilities and plant safety assessments.

Management and Operation of Recycling Programs

Trinity facilitates recycling program management through the By-Product Synergy (BPS) program. Most commonly, industrial BPS occurs when companies from diverse industries, and with dissimilar production processes, identify ways to convert production by-products from one company into useful materials for another.

Waste Characterization Studies

Trinity assists with Toxic Release Inventory (TRI) reporting by assembling the required information, gathering the appropriate historical data, and electronically submitting the TRI forms to the state/local authority. We also assist facilities with Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) compliance.

Review and Recommendation of Waste Tracking or Handling Systems

Trinity develops and implements data tracking systems that help facilities improve accuracy, reduce redundancy, and centralize data storage. We provide customized data management solutions via Compliance Management Tools (CMT) that offer completion checklists, e-mail notifications via “red flags,” and other waste tracking checkpoints. We also develop Environmental Management Information Systems (EMIS) that can track waste management data throughout the organization.

Managing, Furnishing, or Inventorying Material Safety Data Sheets (MSDS)

Trinity develops Compliance Management Tools (CMT) and EH&S Management Information Systems (EMIS) to manage a variety of data, including hazardous materials information. Facilities can utilize either Trinity’s custom CMT application or an enterprise-wide EMIS solution to manage and inventory Material Safety Data Sheets (MSDS).

Reporting and Compliance Software

Trinity’s versatile, custom CMTs address reporting and compliance tasks such as calculating and reporting emissions, tracking regulatory requirements, determining applicability of regulations, tracking compliance activities, and warehousing environmental data. Our EMIS solutions can manage the monitoring, recordkeeping, and reporting requirements associated with achieving compliance on a large scale, integrating with other internal systems to address company-specific needs.

Development of Emergency Response Plans

To meet requirements of OSHA’s Process Safety Management program and EPA’s Risk Management Program, facilities must develop emergency response plans. Trinity is experienced at assisting clients with all nine elements of an emergency response plan. In addition, Trinity has participated for many years in hazard identification related to potential accidents at the U.S. Army Arsenal in Pine Bluff, Arkansas.

SIN 899-7: GEOGRAPHICAL INFORMATION SYSTEMS

Mapping and Cartography

Trinity's *BREEZE*® air dispersion modeling software utilizes GIS to evaluate impacts from continuous industrial releases, accidental releases and spills, toxic gas releases, and transportation sources.

Natural Resource Planning

Our consultants have employed GIS to conduct long-range dispersion modeling required for Prevention of Significant Deterioration (PSD) projects within 200 km or more of a federally protected Class I area, which includes national parks and wilderness areas. Trinity has performed numerous Class I area analyses using CALPUFF, the model recommended by EPA for modeling long-range pollutant transport, and we are proficient at all aspects of the modeling process.

Emergency Preparatory Planning

Trinity uses GIS information when assisting clients with emergency planning under Section 112(r) of the 1990 Clean Air Act Amendments, known as the Risk Management Plan (RMP) program. Also, Trinity's *BREEZE HAZ* software, driven by GIS capabilities, facilitates emergency planning by allowing organizations to perform off-site consequence analyses for risk management planning, meeting toxic release analysis requirements, evaluating individual risk and human exposure, and performing risk analyses.

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Schedule for Environmental Services

Federal Supply Group: 89 Class: 899

Contract Number: GS-10F-0256N

**For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>.**

Contract Period: 2-14-2013 through 2-13-2018

Pricelist Effective February 14, 2013

Contractor: Trinity Consultants, Inc.
12770 Merit Drive, Suite 900
Dallas, TX 75251

Business Size: Large Business

Telephone: (972) 661-8100
FAX Number: (972) 385-9203
Web Site: www.trinityconsultants.com
E-mail: pgreywall@trinityconsultants.com
eandre@trinityconsultants.com

Contract Administration: Erin Andre, eandre@trinityconsultants.com

Company Description: It's a small world with big environmental issues. We can help you:

- Obtain flexible air permits
- Develop appropriate climate change strategies
- Design and implement efficient EH&S data management systems
- Perform robust dispersion modeling analyses
- And more

Our environmental consultants are committed and experienced in delivering top-notch expertise on these issues to clients in a wide variety of sectors. Our nationwide presence translates to project teams that are knowledgeable about local requirements and experienced in negotiating with state agency personnel. Best known for assisting with air quality regulations and permitting requirements, Trinity delivers integrated services including water, waste, and noise requirements, greenhouse gas emissions management, sustainability, EMS, EH&S information management, environmental modeling software, and more.

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 899-1, 899-7
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
2. **Maximum Order:** 1000000
3. **Minimum Order:** 100
4. **Geographic Coverage (delivery Area):** FOB Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted). See prices attached.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Contact Contractor
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor

- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es):** Same as company address
- 15. Warranty provision:** Contractor’s Standard Commercial Warranty
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.**
- 25. Data Universal Numbering System (DUNS) number:** 06-8985480
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

LABOR CATEGORY RATES

**For Contract No. GS-10F-0256N
SINs 899-1, 899-7**

Service Scale	GSA Job Titles	Trinity Job Titles	Hourly Rate (\$/Hr)	Daily Rate
4	Administrative Assistant, Administrative Secretary	Technical Assistant II	\$81.43	\$651.45
11	Technician, Drafting Specialist	Technician	\$85.38	\$683.02
12	Environmental Engineer I, Chemical Engineer I, Meteorologist I	Consultant I	\$98.51	\$788.09
13	Environmental Engineer II, Chemical Engineer II, Meteorologist II	Consultant II	\$116.90	\$935.19
14	Environmental Engineer III, Chemical Engineer III, Meteorologist III	Consultant III	\$132.66	\$1,061.28
15	Senior Environmental Engineer I, Senior Chemical Engineer I, Senior Meteorologist I, Environmental (EHS) Data Technology Specialist, Senior Software Engineer I, Senior Product Specialist I	Consultant IV	\$140.54	\$1,124.32
16	Senior Environmental Engineer II, Senior Chemical Engineer II, Senior Meteorologist II, Senior Software Engineer II, Senior Product Supervisor II	Senior Consultant I	\$149.73	\$1,197.82
17	Environmental Project Supervisor I, Environmental (EHS) Data Technology Supervisor I, Software Technical Associate I, Software Product Supervisor I	Senior Consultant II	\$164.18	\$1,313.45
18	Environmental Project Supervisor II, Software Technical Associate II, Software Product Supervisor II	Senior Consultant III	\$182.57	\$1,460.55
19	Environmental Project Manager I, Environmental Data Technology Project Manager, Software Technical Associate III, Software Product Manager I	Manager I	\$191.93	\$1,535.41
20	Environmental Project Manager II, Environmental (EHS) Data Technology Project Manager II, Software Product Manager II	Manager II	\$217.01	\$1,736.05
21	Senior Environmental Project Manager, Senior Environmental (EHS) Data Technology Project Manager	Senior Manager I	\$230.02	\$1,840.16

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Awarded GSA Labor Category Rates

**For Contract No. GS-10F-0256N
Option Period 2, effective dates 2/14/2013 through 2/13/2018.
SINs 899-1, 899-7**

Service Scale	GSA Job Titles	Trinity Job Titles	Hourly Rate (\$/Hour)	Daily Rate
4	Administrative Assistant, Administrative Secretary	Technical Assistant II	\$81.43	\$651.45
11	Technician, Drafting Specialist	Technician	\$85.38	\$683.02
12	Environmental Engineer I, Chemical Engineer I, Meteorologist I	Consultant I	\$98.51	\$788.09
13	Environmental Engineer II, Chemical Engineer II, Meteorologist II	Consultant II	\$116.90	\$935.19
14	Environmental Engineer III, Chemical Engineer III, Meteorologist III	Consultant III	\$132.66	\$1,061.28
15	Senior Environmental Engineer I, Senior Chemical Engineer I, Senior Meteorologist I, Environmental (EHS) Data Technology Specialist, Senior Software Engineer I, Senior Product Specialist I	Consultant IV	\$140.54	\$1,124.32
16	Senior Environmental Engineer II, Senior Chemical Engineer II, Senior Meteorologist II, Senior Software Engineer II, Senior Product Supervisor II	Senior Consultant I	\$149.73	\$1,197.82
17	Environmental Project Supervisor I, Environmental (EHS) Data Technology Supervisor I, Software Technical Associate I, Software Product Supervisor I	Senior Consultant II	\$164.18	\$1,313.45
18	Environmental Project Supervisor II, Software Technical Associate II, Software Product Supervisor II	Senior Consultant III	\$182.57	\$1,460.55
19	Environmental Project Manager I, Environmental Data Technology Project Manager, Software Technical Associate III, Software Product Manager I	Manager I	\$191.93	\$1,535.41
20	Environmental Project Manager II, Environmental (EHS) Data Technology Project Manager II, Software Product Manager II	Manager II	\$217.01	\$1,736.05
21	Senior Environmental Project Manager, Senior Environmental (EHS) Data Technology Project Manager	Senior Manager I	\$230.02	\$1,840.16

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SCA Matrix

**For Contract No. GS-10F-0256N
Option Period 2, effective dates 2/14/2013 through 2/13/2018.
SINs 899-1, 899-7**

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Environmental Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

Labor Category Descriptions

For Contract No. GS-10F-0256N

Option Period 2, effective dates 2/14/2013 through 2/13/2018.

SINs 899-1, 899-7

(continued)



Technical Assistant II

Job Title: Technical Assistant II

Service Scale: S04

Department: Environmental Consulting

Reports To: Administrative Manager, Managing Consultant, or Manager of Consulting Services

FLSA Status: This position is non-exempt

SUMMARY

To support the Administrative Manager, Project Supervisor, technical staff, and consultants with all administrative aspects of report preparation, business development and sales activities, and general office functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist Admin/BD Manager with business development and sales activities.
2. Serve as office Avenue administrator
3. Assist with preparation, editing, formatting, and styling of reports and projects
4. Serve as office safety committee representative
5. Assist with coordinating all travel for the local office
6. Handle all mail and fax correspondence for the office
7. Maintain office supplies
8. Assist with preparation and QA/QC of binders
9. Assist with State courses
10. Understanding of existing regulations and continually review new and proposed regulations as they relate to industrial clients.
11. Update manuals in library
12. Maintain office supply room, kitchen, conference room, and open work areas
13. Maintain Central Filing System
14. Assist with answering phones and communication with clients

(The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Associates Degree and at least three years experience

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft Office software package.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers

or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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

While performing the duties of this job, the employee is regularly required to sit; use their hands; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.

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 the essential functions.

The noise level in the work environment is usually moderate.

Job Title: Technician

Service Scale: 11

Department: Environmental Consulting

Reports To: Administrative Manager, Project Manager, or Manager of Consulting Services

FLSA Status: This position is exempt from overtime

SUMMARY

To support the Administrative Manager, Project Supervisor, technical staff, and consultants with all administrative aspects of report preparation, business development and sales activities, and general office functions. Provide technical support to consultants and LAN administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist Admin/BD Manager with business development and sales activities.
2. Serve as office Avenue administrator
3. Assist with preparation, editing, formatting, and styling of reports and projects
4. Serve as office safety committee representative
5. Assist with coordinating all travel for the local office
6. Handle all mail and fax correspondence for the office
7. Maintain office supplies
8. Assist with preparation and QA/QC of binders
10. Assist with State courses
10. Understanding of existing regulations and continually review new and proposed regulations as they relate to industrial clients.
11. Update manuals in library
12. Maintain office supply room, kitchen, conference room, and open work areas
13. Maintain Central Filing System
14. Assist with answering phones and communication with clients
15. State/U.S. EPA Forms and Reports - Assist with calculations, electronic submittals, drafting reports, letters, e-mail and faxes sent to client, contacting clients and vendors for information when necessary.
16. Assist with input of data, production of binders, QA/QC reports and electronic documents/submittals, and delivery of documents.
17. Locate, copy and organize permits, applications and relevant correspondence upon client request or for use as reference.
18. Restore and remove closed projects from LAN, burn projects to CD prior to removal from LAN, assist with minor LAN issues.
19. Assist with file closing, and maintain CD library of closed projects.
20. Create, digitize, and edit drawings, flow diagrams, or plots using programs such as AutoCAD, Visor, or Surfer, and assist with preliminary set up of modeling data.
21. Assist Business Development Manager with course manual preparation, marketing media, etc.
22. Coordinate and maintain office social and service calendar.

(The specific statements shown in each section of this description are not intended to be all-inclusive.)

They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's Degree and at least five years experience

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft Office software package.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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

While performing the duties of this job, the employee is regularly required to sit; use their hands; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.

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 the essential functions.

The noise level in the work environment is usually moderate.

Job Title: Consultant I

Service Scale: 12

Department: Environmental Consulting

Reports To: Project Supervisor, Manager of Consulting Services, Senior Project Manager, or Project Manager

FLSA Status: This position is exempt from overtime.

SUMMARY

Using fundamental technical skills, analytical abilities, and up-to-date regulatory knowledge, provide complete customer oriented, air quality permitting, modeling, and compliance solutions, to assist clients in areas of permitting and regulatory compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Technical Responsibilities:

- Conduct air dispersion modeling analysis in accordance with project requirements and/or published guidelines.
- Calculate air emissions, determine required control technologies, and document process information to ensure client operations, and work practices are in accordance with all applicable regulations.
- Remain current regarding the latest developments in air pollution control technologies.

2. Regulatory Knowledge:

- Assemble permit applications, permit amendment applications, standard exemptions, source inventories, and emission fee calculations for submittal to state regulatory agencies for industrial clients.
- Understand existing regulations and continually review new and proposed regulations as they relate to industrial clients.

3. Maintain relationships with existing clients, solicit new project work as appropriate, communicate results of analyses internally and externally in verbal and written form.

4. Assist new project engineers with projects and participate in internal training.

5. Update client information in internal database in a timely manner.

(The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B.S.) in Chemical, Mechanical, Environmental/Civil Engineering, or related Atmospheric/Environmental Science from four-year college or university; and at least one year related experience and training.

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft Office software package.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is regularly required to sit; use their hands; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Job Title: Consultant II

Service Scale: 13

Department: Environmental Consulting

Reports To: Project Supervisor, Manager of Consulting Services, Senior Project Manager, or Project Manager

FLSA Status: This position is exempt from overtime.

SUMMARY

Using fundamental technical skills, analytical abilities, and up-to-date regulatory knowledge, provide complete customer oriented, air quality permitting, modeling, and compliance solutions, to assist clients in areas of permitting and regulatory compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Technical Responsibilities:

- Conduct air dispersion modeling analysis in accordance with project requirements and/or published guidelines.
- Calculate air emissions, determine required control technologies, and document process information to ensure client operations, and work practices are in accordance with all applicable regulations.
- Remain current regarding the latest developments in air pollution control technologies.

3. Regulatory Knowledge:

- Assemble permit applications, permit amendment applications, standard exemptions, source inventories, and emission fee calculations for submittal to state regulatory agencies for industrial clients.
- Understand existing regulations and continually review new and proposed regulations as they relate to industrial clients.

3. Maintain relationships with existing clients, solicit new project work as appropriate, communicate results of analyses internally and externally in verbal and written form.

4. Assist new project engineers with projects and participate in internal training.

5. Update client information in internal database in a timely manner.

(The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B.S.) in Chemical, Mechanical, Environmental/Civil Engineering, or related Atmospheric/Environmental Science from four-year college or university; and at least two years related experience and training.

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft Office software package.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is regularly required to sit; use their hands; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Job Title: Consultant III

Service Scale: 14

Department: Environmental Consulting

Reports To: Project Supervisor, Manager of Consulting Services, Senior Project Manager, or Project Manager

FLSA Status: This position is exempt from overtime.

SUMMARY

Using fundamental technical skills, analytical abilities, and up-to-date regulatory knowledge, provide complete customer oriented, air quality permitting, modeling, and compliance solutions, to assist clients in areas of permitting and regulatory compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Technical Responsibilities:

- Conduct air dispersion modeling analysis in accordance with project requirements and/or published guidelines.
- Calculate air emissions, determine required control technologies, and document process information to ensure client operations, and work practices are in accordance with all applicable regulations.
- Remain current regarding the latest developments in air pollution control technologies.

4. Regulatory Knowledge:

- Assemble permit applications, permit amendment applications, standard exemptions, source inventories, and emission fee calculations for submittal to state regulatory agencies for industrial clients.
- Understand existing regulations and continually review new and proposed regulations as they relate to industrial clients.

3. Maintain relationships with existing clients, solicit new project work as appropriate, communicate results of analyses internally and externally in verbal and written form.

4. Assist new project engineers with projects and participate in internal training.

5. Update client information in internal database in a timely manner.

(The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B.S.) in Chemical, Mechanical, Environmental/Civil Engineering, or related Atmospheric/Environmental Science from four-year college or university; and at least three years related experience and training.

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft Office software package.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is regularly required to sit; use their hands; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

GSA Job Title: Senior Environmental Engineer I, Senior Chemical Engineer I, Senior Meteorologist I, Environmental (EHS) Data Technology Specialist, Senior Consultant I

Trinity Job Title: Consultant IV

Service Scale: 15

Department: Environmental Consulting

Reports To: Manager of Consulting Services

FLSA Status: This position is exempt from overtime

SUMMARY

Provide supervision of day-to-day progress of personnel and projects in a cost-effective and time effective manner, providing value in Trinity's service to clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise projects while maintaining close client contact, determining tasks, setting priorities, scheduling and performing QA/QC and follow-up tasks.
2. Train and supervise engineers assigned to project, ensuring effective, efficient, high quality consulting.
3. Maintain existing relationships by being closely attentive to their needs.
4. Remain proficient in the understanding and interpretation of air quality regulations keeping abreast of new regulations, with an awareness of how these will affect the customer.
5. Communicate and coordinate with supervisory staff to ensure effective project scheduling and resource allocation.
6. Review monthly invoicing and provide guidance on client billing to maintain consistent flow of money to Trinity.
7. Assist with office business development and sales efforts, and seek additional opportunities with existing clients as well as developing potential new clients.
8. Attend and present papers at conferences, and prepare regulatory updates and present luncheon seminars.
9. Conduct air quality dispersion modeling analyses to ensure that public health and welfare are not affected by client process units.
10. Calculate air emissions, determine required air pollution control technologies, and document process information to ensure client operations and work practices are in accordance with all applicable State and Federal environmental regulations.
11. Prepare State and Federal air quality construction and operating permit applications, source inventories, and emission fee calculations for industrial clients.

(The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

Directly supervises 1-3 employees in Environmental Consulting. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B.S.) in Chemical, Mechanical, Environmental/Civil Engineering, or related Atmospheric/Environmental Science from four-year college or university; and at least four years related experience and training. Must have regulatory, industry, and technical knowledge relating to permit applicability, emission inventories, air dispersion modeling, and federal and state permitting requirements.

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft Office software package.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is regularly required to sit; use their hands; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The is regularly required to work for long periods of time at a PC. The employee must regularly lift and/or move up to 10 pounds.

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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Job Title: Senior Environmental Engineer II, Senior Chemical Engineer II, Senior Meteorologist II, Environmental (EHS) Data Technology Specialist II, Senior Consultant II

Trinity Job Title: Senior Consultant I

Service Scale: 16

Department: Environmental Consulting

Reports To: Manager of Consulting Services

FLSA Status: This position is exempt from overtime

SUMMARY

Provide supervision of day-to-day progress of personnel and projects in a cost-effective and time effective manner, providing value in Trinity's service to clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise projects while maintaining close client contact, determining tasks, setting priorities, scheduling and performing QA/QC and follow-up tasks.
2. Train and supervise engineers assigned to project, ensuring effective, efficient, high quality consulting.
3. Maintain existing relationships by being closely attentive to their needs.
4. Remain proficient in the understanding and interpretation of air quality regulations keeping abreast of new regulations, with an awareness of how these will affect the customer.
5. Communicate and coordinate with supervisory staff to ensure effective project scheduling and resource allocation.
6. Review monthly invoicing and provide guidance on client billing to maintain consistent flow of money to Trinity.
7. Assist with office business development and sales efforts, and seek additional opportunities with existing clients as well as developing potential new clients.
8. Attend and present papers at conferences, and prepare regulatory updates and present luncheon seminars.
9. Conduct air quality dispersion modeling analyses to ensure that public health and welfare are not affected by client process units.
10. Calculate air emissions, determine required air pollution control technologies, and document process information to ensure client operations and work practices are in accordance with all applicable State and Federal environmental regulations.
11. Prepare State and Federal air quality construction and operating permit applications, source inventories, and emission fee calculations for industrial clients.

(The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

Directly supervises 1-3 employees in Environmental Consulting. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B.S.) in Chemical, Mechanical, Environmental/Civil Engineering, or related Atmospheric/Environmental Science from four-year college or university; and at least five years related experience and training. Must have regulatory, industry, and technical knowledge relating to permit applicability, emission inventories, air dispersion modeling, and federal and state permitting requirements.

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft Office software package.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is regularly required to sit; use their hands; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The is regularly required to work for long periods of time at a PC. The employee must regularly lift and/or move up to 10 pounds.

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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Job Title: Project Supervisor I, Environmental Project Supervisor I, Environmental (EHS) Data Technology Supervisor I

Trinity Job Title: Senior Consultant II

Service Scale: 17

Department: Environmental Consulting

Reports To: Project Manager or Manager of Consulting Services

FLSA Status: This position is exempt from overtime

SUMMARY

Develop and maintain high quality client relations through sales, project management and personnel management. Ensure that air quality projects are completed correctly, on time and budget, and that quality projects are made available for the assigned team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitor, verify, and ensure the technical accuracy and quality of project related work.
2. Guide staff in manner that allows for efficient progress and timely completion of consulting projects within the established budget.
3. Coordinate efforts of project team to ensure timely completion of project, invoicing review, and maintaining project budgets.
4. Maintain business development relationships through sales calls and professional networking.
5. Promote client stewardship by being attentive to the needs of existing clients and by encouraging consultant staff to look for business opportunities with clients.
6. Develop sales proposals for existing and prospective clients.
7. Identify new marketing opportunities and assist business development staff with appropriate literature development, communication, and follow-up.
8. Attend and present papers at conferences, and prepare regulatory updates and present luncheon seminars.
9. Communicate with staff the decisions/goals of management so that the staff can help adhere to company goals while meeting personal goals.
10. Ensure proper utilization and billing of consulting staff.
11. Monitor and evaluate employees' performance of goals and performance standards continuously.

(The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

Directly supervises 1-3 employees in Environmental Consulting. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each

essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B.S.) in Chemical, Mechanical, Environmental/Civil Engineering, or related Atmospheric/Environmental Science from four-year college or university; and at least seven years related experience and training. Must have regulatory, industry, and technical knowledge relating to permit applicability, emission inventories, air dispersion modeling, and federal and state permitting requirements.

Must have computer literacy, including basic programming word processing, spreadsheet skills, and knowledge of Microsoft office software package.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is regularly required to sit; use their hands; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee is regularly required to work for long periods of time at a PC. The employee must regularly lift and/or move up to 10 pounds.

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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Job Title: Environmental Project Supervisor II, Technical Associate, Supervisor II

Trinity Job Title: Senior Consultant III

Service Scale: 18

Department: Environmental Consulting

Reports To: Manager of Consulting Services and Regional Director

FLSA Status: This position is exempt from overtime

SUMMARY

Provide technical support and problem solving for projects. Support both in-house project staff and external clients to solve technical problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide technical expertise and problem solving for projects.
2. Publishing papers related to project work.
3. Review technical papers and journals for support.
4. Provide technical over-site on projects.
5. Provide in-house training as required.
6. Research for new technical projects.

(The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

Directly supervises 1-3 employees in Environmental Consulting. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B.S.) in Chemical, Mechanical, Environmental/Civil Engineering, or related Atmospheric/Environmental Science from four-year college or university; and at least eight years related experience and training. Must have regulatory, industry, and technical knowledge relating to permit applicability, emission inventories, air dispersion modeling, and federal and state permitting requirements.

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft Office software package.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds.

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 the essential functions.

The noise level in the work environment is usually moderate.

Job Title: Manager I
Service Scale: 19
Department: Environmental Consulting
Reports To: Manager of Consulting Services
FLSA Status: This position is exempt from overtime

SUMMARY

Through effective management of projects and project team members, ensure quality product and customer service, thus enhancing the firm's revenue and reputation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Incumbent must have knowledge and experience in: air quality regulations as they relate to industrial clients, preparing permit applications, standard exemptions and emission fee calculations for submittal to regulatory agencies, preparing emissions inventories and recommending control technology equipment and processes to clients to ensure compliance with applicable regulations, conducting compliance audits, evaluating clients' potential for risk, and conducting air dispersion modeling analysis.
2. Ensure proper resources are allocated to ensure sufficient project coverage, and to ensure timely, quality consulting services.
3. Ensure that resources have the training to perform job duties
4. Perform QA/QC on all major work products accomplished by assigned project team members in accordance with ISO 9001 procedures, and perform job functions in accordance with ISO 9001.
5. Perform invoicing and budget reviews for projects, and monitor project budgets to ensure proper/accurate invoicing.
6. Support collection of all monies owed the firm related to unpaid invoices.
7. Conduct performance reviews in accordance with company policy and establish/monitor goals for direct reports.
8. Provide project leadership through clear direction planning, communicating priorities, and technical support.
9. Support business development of the firm by maintaining relationships with existing clients seeking to establish business relationships with new clients.
10. Prepare proposals for project work.
11. Interface with internal and external clients through both written and oral communication.

(The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

Manages 1-4 subordinate supervisors. Is responsible for the overall direction, coordination, and evaluation of this unit. Also may directly supervise 1-4 non-supervisory employees. 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; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each

essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B.S.) in Chemical, Mechanical, Environmental/Civil Engineering, or related Atmospheric/Environmental Science from four-year college or university; and at least ten years related experience. Must have regulatory, industry, and technical knowledge relating to permit applicability, emission inventories, air dispersion modeling, and federal and state permitting requirements.

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft Office software package.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of radiation, and vibration. The noise level in the work environment is usually moderate.

Visits to client sites, conducting inspections, audits, and due diligence at facilities, and overseeing site

activities such as testing or construction are also affected by environmental conditions.



Job Title: Manager II

Service Scale: 20

Department: Environmental Consulting

Reports To: Manager of Consulting Services

FLSA Status: This position is exempt from overtime

SUMMARY

Through effective management of projects and project team members, ensure quality product and customer service, thus enhancing the firm's revenue and reputation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Incumbent must have knowledge and experience in: air quality regulations as they relate to industrial clients, preparing permit applications, standard exemptions and emission fee calculations for submittal to regulatory agencies, preparing emissions inventories and recommending control technology equipment and processes to clients to ensure compliance with applicable regulations, conducting compliance audits, evaluating clients' potential for risk, and conducting air dispersion modeling analysis.
2. Ensure proper resources are allocated to ensure sufficient project coverage, and to ensure timely, quality consulting services.
3. Ensure that resources have the training to perform job duties
4. Perform QA/QC on all major work products accomplished by assigned project team members in accordance with ISO 9001 procedures, and perform job functions in accordance with ISO 9001.
5. Perform invoicing and budget reviews for projects, and monitor project budgets to ensure proper/accurate invoicing.
6. Support collection of all monies owed the firm related to unpaid invoices.
7. Conduct performance reviews in accordance with company policy and establish/monitor goals for direct reports.
8. Provide project leadership through clear direction planning, communicating priorities, and technical support.
9. Support business development of the firm by maintaining relationships with existing clients seeking to establish business relationships with new clients.
10. Prepare proposals for project work.
11. Interface with internal and external clients through both written and oral communication.

(The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

Manages 1-4 subordinate supervisors. Is responsible for the overall direction, coordination, and evaluation of this unit. Also may directly supervise 1-4 non-supervisory employees. 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; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B.S.) in Chemical, Mechanical, Environmental/Civil Engineering, or related Atmospheric/Environmental Science from four-year college or university; and at least twelve years related experience. Must have regulatory, industry, and technical knowledge relating to permit applicability, emission inventories, air dispersion modeling, and federal and state permitting requirements.

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft Office software package.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of radiation, and vibration. The noise level in the work environment is usually moderate.

Visits to client sites, conducting inspections, audits, and due diligence at facilities, and overseeing site activities such as testing or construction are also affected by environmental conditions.

Job Title: Senior Manager
Service Scale: 21
Department: Environmental Consulting
Reports To: Regional Director
FLSA Status: This position is exempt from overtime

SUMMARY

Responsible for the financial and technical performance of the office, including business development, client service, and employee development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop and revise as necessary the annual business plan, operating plan, and revenue and profit goals for the office.
2. Provide weekly updates on projected office revenue and utilization.
3. Approve timesheets, coordinate scheduling, approve expenses, interact with regional director to ensure goals are met.
4. Develop and teach regulatory courses and seminars.
5. Prepare and present technical papers at conferences.
6. Identify staffing needs and training opportunities.
7. Conduct performance reviews.
8. Manage day-to-day sales activities and project execution.
9. Serve as main liaison to corporate office.
10. Develop and execute plan to improve or eliminate unsatisfactory performers.

(The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.)

SUPERVISORY RESPONSIBILITIES

Manages subordinate supervisors who supervise a total of 2-30 employees in all areas of corresponding staff. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises 1-5 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B. S.) in Chemical, Mechanical, Environmental/Civil Engineering, or related Atmospheric/Environmental Science from four-year college or university; and at least fifteen years related experience and training, with at least five years being experience in air quality regulation and permitting.

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft Office software package.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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

While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of radiation, and vibration. The noise level in the work environment is usually moderate.

Visits to client sites, conducting inspections, audits, and due diligence at facilities, and overseeing site activities such as testing or construction are also affected by environmental conditions.