



ENVIRONMENTAL, SAFETY AND ENERGY SOLUTIONS

POSITION DESCRIPTION

POSITION TITLE: Part-time Field Consultant	REPORTS TO: CSM
DEPARTMENT: Field Operations	STATUS: Part-Time/Exempt
AUTHORITY LEVEL: Non-Managerial	REVISION DATE: 2/1/2019

Summary/Objective

The Field Consultant position is responsible for assuring environmental field site compliance while updating SWPPP, communicating suggested ideas for erosion control, OSHA safety, and energy compliance.

Essential Functions

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

1. Conduct construction site evaluations to verify that proper erosion and sediment control practices (BMPs) and recordkeeping are in compliance with NPDES stormwater regulations
2. Complete all site evaluation documentation in electronic systems and onsite recordkeeping book (SWPPP)
3. Enter billing data for completed site evaluations into Alpha EMC's FieldAware
4. Relate specific requirements of state and local stormwater regulations to client onsite personnel
5. Consult with client's onsite management to stay ahead of potential compliance issues
6. Update all stormwater onsite records, including SWPPP logs, site BMP maps, required site postings
7. Complete start/stop logs for site activity – relative to client's construction schedule
8. Communicate daily with immediate supervisor – Consulting Services Manager
9. Maintain a positive communicative relationship with clients
10. Return all calls and emails from clients
11. Be proactive in learning, creating ideas on improvements and being a problem solver
12. Educate clients on all of Alpha EMC services as well as work with Alpha EMC management to bring additional value to clients related to new services.
13. Recommend solutions to clients to help efficiency and operations

Competencies

1. Performance Management.
2. Technical Capacity.
3. Organizational Skills.
4. Collaboration.
5. Teamwork Orientation.
6. Problem Solving/Analysis.
7. Communication Proficiency.
8. Deadline-Oriented.

Supervisory Responsibility

This position does not have supervisory responsibilities.

Work Environment

On location at Alpha EMC client Construction job sites. Proper construction field attire is required including high top and hard-toe work boots that protect the ankle, hard hats, Alpha-branded polo shirt (or safety vest) Khaki pants (no jeans) Safety glasses and safety vest may be required on a case by case basis pursuant to local and jobsite specific requirements.

Position Type/Expected Hours of Work

This is a part-time position. Typical hours of work are between Monday and Friday, 8:00 a.m. to 5:00 p.m. Due to the nature of the industry and environmental laws/regulations, this may cause you to work on weekends and/or holidays. Some states require after rain inspections per state requirements which requires a flexible schedule.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Education and Experience

1. Minimum AA required; B.S. preferred
2. Knowledge of general construction

Additional Eligibility Qualifications

1. Dependable transportation required for inspections. (Vehicle allowance provided)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Physical Requirements

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: Have full range of mobility in upper and lower body. Be able to reach over head. Be able to work in various positions, including, but not limited to, stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time. Be able to lift, pull and push materials and equipment to complete assigned job tasks. Be able to lift 50 pounds of weight frequently throughout assigned workday.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____