

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Environmental Compliance Officer I

JOB CODE : 002127

DATE PREPARED : December 3, 1990

Revised: February 22, 1994

SUMMARY STATEMENT

The Environmental Compliance Officer I reviews state and federal regulations for environmental compliance at all DOE operated facilities. The incumbent keeps the Environmental Compliance Office personnel informed of any new regulations or revisions to existing regulations.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may supervise technicians. This position may report to higher-level Environmental Compliance Officers and/or the Director, Environmental Compliance Office.

NATURE AND SCOPE

1. Assists in identifying state and federal regulations that impact Company operations at all DOE operated facilities;
2. Assists in establishing procedures designed to meet federal and state environmental laws, orders, and regulations;
3. Notifies the appropriate personnel for action to be taken to reach compliance with these environmental laws;
4. Accompanies more experienced Environmental Compliance Officers and assists in performing workplace surveillances, inspections, department appraisals, and recommends corrective action;
5. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while operating motor vehicle between inspection sites or completing paperwork at desk;
3. Frequent lifting/carrying 1 to 50 pounds of records, sample boxes, testing equipment, or tools; occasionally up to 100 pounds of heavier equipment with assistance of another person for distances of 1 to 25 feet;
4. Occasional pushing/pulling exerting force up to 50 pounds while loading and unloading laundry from industrial washers;
5. Occasional-to-frequent climbing stairs, ladders, scaffolding, towers, or drill rigs to reach areas to be inspected at heights up to 50 feet; uses man lift and safety harnesses when appropriate;

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6. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing decontamination duties;
7. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing decontamination activities, and completing paperwork;
9. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
10. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;
11. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in researching, inspecting, and monitoring radiological sites, performing decontamination duties, and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to use judgement and follow oral and written instructions in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;
7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions.

PRINCIPAL CONTACTS

The incumbent has frequent contact with personnel of the DOE/NV and the DOE/NTS Office. The incumbent frequently contacts other departments within the Company whose operations impact the environment.

WORKING CONDITIONS

The incumbent works part of the time in general office conditions; the remainder of the time is spent at all DOE operated facilities. Field assignments may expose the incumbent to potential health hazards, mining hazards, or to adverse weather conditions.

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REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

This position requires a bachelor's degree in a natural science, engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Environmental Compliance Officer II

JOB CODE : 002322

DATE PREPARED : December 3, 1990

Revised: February 22, 1994

SUMMARY STATEMENT

The Environmental Compliance Officer II ensures environmental compliance with state and federal regulations at all DOE operated facilities.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for Environmental Compliance Officer Is and may direct personnel or other departments to take action necessary to ensure environmental compliance. This position may report to higher-level Environmental Compliance Officers.

NATURE AND SCOPE

1. Keeps abreast of any new regulations or revisions to existing regulations;
2. Ensures environmental compliance by enforcing state and federal regulations for impact on the Company's operations;
3. Performs surveillances, inspections, and appraisals of the Company's operations and facilities for environmental compliance;
4. Gathers information for obtaining state and federal permits for some of the Company's operations;
5. Writes and institutes procedures;
6. Reviews subcontracts;
7. Plans and writes scopes of work for subcontracts for environmental services;
8. Reviews subcontracted work, engineering drawings, project proposals, and major equipment requisitions that involve environmental compliance issues;
9. Tracks the progress of corrective actions proposed; submits reports to regulatory agencies;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while working on a computer console or completing paperwork at desk;
3. Frequent lifting/carrying one to two pounds for distances of 1 to 25 feet;

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4. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas to be inspected;
5. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing surveillance duties;
6. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, or tunnels;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing surveillance activities, and completing paperwork;
8. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
9. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and surveillance;
10. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in conducting surveillances;
2. Must be able to use judgement and follow oral and written instructions in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to provide effective classroom instruction and deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;
7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;
9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to technicians and other professional employees in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent has frequent contact with personnel of the DOE/NV and the DOE/NTS Office. The incumbent frequently contacts other departments within the Company whose operations impact the environment.

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WORKING CONDITIONS

The incumbent works part of the time in general office conditions; the remainder of the time is spent at all DOE operated facilities. Field assignments may expose the incumbent to potential health hazards, mining hazards, or adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires two years of natural science experience.

REQUIRED TRAINING

This position requires a bachelor's degree in a natural science, engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Environmental Compliance Officer III

JOB CODE : 002529

DATE PREPARED : December 3, 1990

Revised: February 22, 1994

SUMMARY STATEMENT

The Environmental Compliance Officer III ensures environmental compliance with state and federal regulations at all DOE operated facilities.

DIMENSIONS

The incumbent may have a contributory impact on the operating budget of the Environmental Compliance Office. The incumbent may supervise lower-level Environmental Compliance Officers and may direct personnel of other departments to take actions necessary to ensure environmental compliance. This position may report to higher-level Environmental Compliance Officers and/or the Director, Environmental Compliance Office.

NATURE AND SCOPE

1. Keeps abreast of any new regulations or revisions to existing regulations;
2. Ensures environmental compliance by enforcing state and federal regulations for impact on the Company's operations;
3. Provides any necessary worker environmental training;
4. Takes the lead in carrying out surveillances, inspections, and appraisals of the Company's operations and facilities for environmental compliance;
5. Gathers information for obtaining state and federal permits for some of the Company's operations;
6. Writes and institutes procedures;
7. Reviews subcontracts;
8. Plans and writes scopes of work for subcontracts for environmental services;
9. Reviews subcontracted work, engineering drawings, project proposals, and major equipment requisitions that involve environmental compliance issues;
10. Tracks the progress of corrective actions proposed;
11. Submits reports to regulatory agencies; contributes input to DOE planning programs and budgeting for environmental corrective actions;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Environmental Compliance Officer III

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while working on a computer console or completing paperwork at desk;
3. Frequent lifting/carrying one to two pounds for distances of 1 to 25 feet;
4. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas to be inspected;
5. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing surveillance duties;
6. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, or tunnels;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing surveillance activities, and completing paperwork;
8. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
9. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and surveillance;
10. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in conducting surveillances;
2. Must be able to use judgement and follow oral and written instructions in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to provide effective classroom instruction and deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;
7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;

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9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to technicians and other professional employees in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent has frequent contact with personnel of the DOE/NV and the DOE/NTS Office and interfaces with the Department of Environmental Protection of the State of Nevada and the Environmental Protection Agency during their visits to DOE operated facilities. The incumbent frequently contacts the Company department managers whose operations impact the environment.

WORKING CONDITIONS

The incumbent works part of the time in general office conditions; the remainder of the time is spent at all DOE operated facilities. Field assignments may expose the incumbent to potential health hazards, mining hazards, or adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires four years of equivalent natural science experience.

REQUIRED TRAINING

This position requires a bachelor's degree in a natural science, engineering, or related experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Environmental Compliance Officer IV

JOB CODE : 002717

DATE PREPARED : February 25, 1994

SUMMARY STATEMENT

The Environmental Compliance Officer IV acts as project coordinator for environmental compliance projects. The incumbent may research, develop, and improve methods and procedures utilized in the application of environmental compliance programs. The incumbent assures conformance to budgetary and time parameters of his/her projects.

DIMENSIONS

The incumbent has a contributory impact on the operating budget of the Environmental Compliance Office. The incumbent may lead lower-level Environmental Compliance Officers or those assigned to environmental compliance projects. This position normally reports to a section level supervisor or department manager.

NATURE AND SCOPE

1. Researches, analyzes, and performs analyses on original design developments, testing methodology, or other technical/scientific areas related to environmental compliance projects;
2. Works independently on assigned projects or may be accountable for disseminating final direction and project coordination to other Environmental Compliance Officers working on the project team;
3. Reviews the project's scope and recommends changes to the scope of work concerning the design specifications, proposals, estimates, etc.;
4. Recommends and coordinates modifications to approved plans due to changes in scheduling, environment, etc., to ensure adherence to modifications;
5. Recommends operating procedures and technical work instructions;
6. Provides advice and assistance to the section chief/administrator or designated supervisor concerning improved efficiency, productivity, and employee performance;
7. Determines applicability of state, federal, and DOE regulations to the Company's activities and provides information and guidance to the affected departments;
8. Maintains and improves technical skills through independent studies, seminars, classes, and collaboration with his/her peers;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;

Environmental Compliance Officer IV

2. Occasional sitting while working on a computer console or completing paperwork at desk;
3. Frequent lifting/carrying one to two pounds for distances of 1 to 25 feet;
4. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas to be inspected;
5. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing surveillance duties;
6. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, or tunnels;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing surveillance activities, and completing paperwork;
8. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
9. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and surveillance;
10. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in conducting surveillances;
2. Must be able to use judgement and follow oral and written instructions in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to provide effective classroom instruction and deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;
7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;
9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to technicians and other professional employees in an effective, positive, and professional manner.

Environmental Compliance Officer IV

PRINCIPAL CONTACTS

The incumbent interfaces with division managers and middle-level management to report progress, obtain approvals, request support for services, and receive direction. The Environmental Compliance Officer IV interfaces with the DOE and user agencies, managers, and customers to update project status, develop plans, and provide advice and consultation.

WORKING CONDITIONS

General office conditions exist most of the time; however, work on some projects may require that the incumbent be exposed to adverse weather or potential hazardous conditions.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in an environmental compliance discipline.

REQUIRED TRAINING

This position requires a master's degree in a natural science or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

This position requires mastery of theoretical and experimental science and engineering practices as obtained through an advanced degree, or equivalent experience in the area of expertise and a significant background in research, development, testing, and evaluation. Knowledge of advanced technology in the applicable discipline area is required. The incumbent must have published at least one professional paper in a scientific journal besides a master's thesis or a dissertation dealing with technology in the field of environmental compliance.