

Department: Environmental Consulting
Reports To: Principal Consultant
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.

Supervisory Responsibilities

Guide a staff of 1-3 Consultants in a manner that allows for efficient progress and timely completion of consulting projects within the established budget. Monitor, verify, and ensure the technical accuracy and quality of project related work. Evaluate employees' performance of goals and performance standards continuously.

Attend and effectively present papers at conferences and prepare regulatory updates.

Identify new business opportunities and maintain business development relationships through sales calls and professional networking. Develop sales proposals for existing and prospective

clients.

Education/Experience Requirements

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

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

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies or members of the business community. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, 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 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.