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<th>Levels</th>
<th>Job Codes</th>
<th>Scope of Position</th>
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<tr>
<td>Top Environmental Affairs Executive</td>
<td>1000</td>
<td>The most senior Environmental, Health and Safety executive with responsibilities that span the entire organization should be assigned to this position. This position has organization-wide accountability for the developing and executing a responsible policy to preserve the environment and protect the health and safety of employees and the public within the financial goals of the enterprise. This position generally reports to the Chief Executive Officer, Chief Operating Officer or to an Executive Vice President in very large organizations.</td>
</tr>
<tr>
<td>2nd Level Environmental Affairs Executive</td>
<td>1001</td>
<td>The most senior Environmental, Health and Safety executive with responsibilities that span a major operating unit with multiple profit centers (Group, Subsidiary, or large autonomous Division) should be assigned to this position level. This position has accountability for the developing and executing a responsible policy to preserve the environment and protect the health and safety of employees and the public within the financial goals of the enterprise. This positions generally report to the Top Environmental Affairs Executive - Job Code 1000.</td>
</tr>
<tr>
<td>Top Level EH&amp;S Function Executive (Corporate)</td>
<td>1100, 1200, 1400, 1500, 1600, 1700, 1800, 1900, 2000, 2500, 2600, 2700.</td>
<td>This level is reserved for the most senior corporate management positions with responsibility for overall direction of major EH&amp;S functions (e.g., Environmental Sciences, Regulatory Compliance, Industrial Hygiene, Safety, etc.) that span the entire organization should be assigned to this position level. These positions generally report to the Top Environmental Affairs Executive - Job Code 1000 or the most senior executive responsible for all EH&amp;S in the total organization.</td>
</tr>
</tbody>
</table>
| 2nd Level Function Executive (Operating Unit) | 1101, 1201, 1401, 1501, 1601, 1701, 1801, 2001, 2501, 2601. | This level is for the most senior subsidiary or autonomous division management positions with responsibility for overall direction of a major EH&S functions (e.g., Environmental Sciences, Regulatory Compliance, Industrial Hygiene, Safety, etc.) that spans a major operating unit with multiple profit centers (Subsidiary or large diverse operating Division) should be assigned to this position level. These positions usually report to the Second Level Environmental Affairs Executive - 1001 or to the most senior EH&S position of the major operating
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<th>Position</th>
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<tr>
<td><strong>Manager (Operating Unit)</strong></td>
<td>1002, 1102, 1202, 1215, 1312, 1402, 1502, 1602, 1702, 1802, 1902, 2002, 2102, 2202, 2402, 2702, 2902.</td>
<td>A Manager with responsibilities for a EH&amp;S function in a single operating unit (small to medium size Division or large Plant, Laboratory, or Department) should be assigned to this position level. This level is for a manager position that reports to the top management position in the operating unit (Vice President, General Manager, Assistant Laboratory Director) or to the subsidiary or autonomous division top executive responsible for the overall direction of the EH&amp;S function (e.g., Second Level Industrial Hygiene Executive - 1401 or Second Level Safety Executive - 1801). The Manager directs major projects and the supervisors and professional staff of EH&amp;S functions within the operating unit.</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
<td>1003, 1103, 1403, 1703, 1803, 2103, 2703.</td>
<td>A Supervisor with responsibilities for a EH&amp;S sub function in a single operating unit (Plant, Laboratory, Facility, Department) should be assigned to this level of position. This level is for the entry level management positions that report to the Manager position in the operating unit or directly to the Second Level Functional Executive. An example of this position would be the; Supervisor, Industrial Hygiene with Technicians reporting directly to the incumbent.</td>
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# PROFESSIONAL LEVELING GUIDE

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>Specialist I</th>
<th>Specialist II</th>
<th>Specialist III</th>
<th>Senior Specialist IV</th>
<th>Principal/Fellow V</th>
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<tbody>
<tr>
<td><strong>Job Knowledge</strong></td>
<td>Possesses knowledge of basic theories, concepts, practices and procedures in a specialized field of EH&amp;S. Applies the knowledge to simple work assignments to meet specific objectives.</td>
<td>Possesses knowledge of standard theories, techniques, concepts, and practices of a specific field of EH&amp;S specialization. Applies the knowledge to moderately difficult work assignments.</td>
<td>Possesses a broad knowledge of theories, principles, and techniques in a specific field EH&amp;S, plus good working knowledge of related disciplines. Applies knowledge to a wide variety of difficult work assignments.</td>
<td>Possesses a recognized expertise in theories and principles in the EH&amp;S field, plus a broad knowledge of related disciplines. Applies expertise in a creative and effective way to a broad range of very difficult and complex assignments.</td>
<td>Recognized as a national authority because of original contributions in a specific field of EH&amp;S. Also, recognized as having a wealth of expertise in a wide variety of EH&amp;S disciplines. Applies and/or develops advanced theories, new principles and concepts.</td>
</tr>
<tr>
<td><strong>Job Complexity</strong></td>
<td>Assists others in conducting studies. Develops solutions to problems of limited scope. Work is generally of a routine nature. Analyzes and interprets trends and patterns using available precedents and guidelines.</td>
<td>Provides solutions to a variety of problems of moderately complexity where analysis of a situation or data requires a review of identifiable factors. Exercises judgment within defined procedures and practices to determine appropriate actions.</td>
<td>Provides solutions to a wide variety of difficult problems of very diverse scope where analysis of data requires evaluation of identifiable factors. Exercises judgment within generally defined policies and current regulations in selecting methods and techniques for obtaining optimum solutions.</td>
<td>Develops solutions to a wide range of very complex problems where analysis of various options or approaches requires an in-depth evaluation of many diverse factors. Personally conducts important investigation of incidents requiring the application of new approaches in the field. Implements the optimum solutions considering policies and current regulations.</td>
<td>Develops solutions to unusually complex problems. Directs major projects demanding the origination and application of new and unique approaches. Also, may personally conduct or oversee very complex incident investigations that are significantly important to the goals and objectives of the organization.</td>
</tr>
<tr>
<td>Supervision Required</td>
<td>Under immediate supervision performs assigned task using standard procedures. Normally receives detailed instructions on all assigned work.</td>
<td>Works under close supervision. Performs tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following the defined policies and procedures.</td>
<td>Works under very general direction. Performs tasks from limited instructions and follows established procedures. Work is reviewed for soundness of technical judgment, compliance with regulations and overall adequacy. May act as lead person or technical advisor on small to medium projects.</td>
<td>Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated and include the responsibility for determining the needs of a project or program. Plans, develops and coordinates all aspects of the work. May act as lead person on medium to large projects and programs.</td>
<td>Acts independently under only consultative direction. Works with a wide degree of latitude to plan, develop, and direct the organizations EH&amp;S research or developmental projects and programs. Acts a lead person or technical expert on very complex projects and programs.</td>
</tr>
<tr>
<td>Education &amp; Experience</td>
<td>M.S. and up to 1 year of experience or B.S. and up to 3 years of experience. Associate Degree and more than 5 years related experience.</td>
<td>Ph.D. and up to 1 year of experience or M.S. and 1 to 3 years of experience or B.S. and 3 to 5 years of experience. Certification in a specific EH&amp;S field is preferred.</td>
<td>Ph.D. and 1 to 3 years of experience or M.S. and 3 to 5 years of experience or B.S. and 5 to 7 years of experience. Certification in a specific EH&amp;S field is preferred.</td>
<td>Ph.D. and 3 to 5 years of experience or M.S. and 5 to 7 years of experience or B.S. and 7 to 10 years of experience. Certification in one or more specific EH&amp;S field is preferred.</td>
<td>Ph.D. and more than 7 years of experience or M.S. and more than 10 years of experience. May possess advanced degrees in more than one discipline. Certification in one or more specific EH&amp;S field is preferred.</td>
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## TECHNICIAN LEVELING GUIDE

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>Technician 1</th>
<th>Technician 2</th>
<th>Technician 3</th>
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<tbody>
<tr>
<td><strong>Job Knowledge</strong></td>
<td>Possesses basic knowledge of a variety of instruments and equipment used to sample, test, measure and monitor the EH&amp;S impact within the organization. Is generally aware of changes in all government regulations associated with the assigned work. Technician</td>
<td>Possesses broad knowledge of a variety of instruments and equipment used to sample, test, measure and monitor the EH&amp;S impact within the organization. Keeps abreast of changes in all government regulations associated with the assigned work.</td>
<td>Possesses comprehensive knowledge of a variety of more complex instruments and equipment used to sample, test, measure and monitor the EH&amp;S impact within the organization. Is aware of and maintains updated information of technical developments and legislative requirements relating to the specific field of specialization.</td>
</tr>
<tr>
<td><strong>Job Complexity</strong></td>
<td>Assists others in supporting routine non-technical and technical activities in accordance with established procedures to comply with the organization’s EH&amp;S standards and government regulations. May performs light to heavy labor intense tasks related to treatment, packaging, transport and/or disposal of hazardous materials.</td>
<td>Assists others in supporting modestly complex technical activities in accordance with established procedures to comply with the organization’s EH&amp;S standards and government regulations. Assists in implementing programs to ensure EH&amp;S compliance. Maintains equipment and instruments. May performs non-routine labor tasks.</td>
<td>Assist others in conducting studies and in supporting non-routine technical activities in accordance with established procedures to comply with the organization’s EH&amp;S standards and government regulations. May calibrate, test, maintain, evaluates monitoring instruments and analytical equipment. Provide training and guidance to less experience technicians.</td>
</tr>
<tr>
<td><strong>Supervision Required</strong></td>
<td>Under immediate supervision performs routine assigned tasks from detail instructions, established policies and procedures.</td>
<td>Under direct supervision performs routine and semi-routine tasks from detail instructions, established policies, procedures and practices.</td>
<td>Under general supervision performs modestly complex tasks, from basic instructions using established policies, procedures and practices.</td>
</tr>
</tbody>
</table>
| **Education & Experience** | Associate degree in a discipline directly related to the position and minimum of 1 year of experience or H.S. diploma with a minimum of 3 years experience. | Associate degree in a discipline directly related to the position and minimum of 2 years experience or H.S. diploma with a minimum of 5 years experience. | B.S in a EH&S discipline and a minimum of 1 year of experience or Associate degree in a field directly related to the position and a minimum of 3 years experience or H.S. diploma with a minimum }
Top Environmental Affairs Executive

This is the most senior environmental affairs, health and safety position in the organization with direct line responsibility. Accountable for developing and directing a responsible company-wide policy with respect to preserving the environment and protecting the health and safety of employees and the public. Responsible for balancing the financial goals of the enterprise with the external regulations. Directs the development of internal policies, procedures and practices dealing with health, safety and the environment based on the best available scientific evidence and judgment. Establishes programs to preserve the quality of life by correcting and improving various areas of environmental concerns. Insures compliance with all standards promulgated by all Federal, State and local agencies through developing and implementing on-site inspection and monitoring programs at all facilities. Establishes preventative medicine programs to identify and reduce risk from potential hazards in the work-place. Conducts independent research on the organization's environmental problems to establish a basis for program changes and improvement. Keeps abreast of pending regulatory developments through reference sources. Obtains insights on legislative agendas at both the Federal and State levels. Develops a consensus position within an organization climate of diverse operational activities and often conflicting regulations proposed by agencies with regulatory jurisdiction.

Qualification Guidelines:

Ph.D. in Environmental Science/Engineering or related fields and more than 15 years experience; or M.D. and more than 10 years specializing in Occupational Health; or M.S. and more than 20 years experience; or B.S. and more than 25 years experience. Experience should include a minimum of 8 years of management responsibility. Certification preferred.
This is the most senior environmental affairs, health and safety position at a major operating unit (sector, group or division) level. Accountable for developing and directing a responsible organization-wide policy with respect to preserving the environment and protecting the health and safety of employees and the public. Responsible for balancing the financial goals of the enterprise with the external pressures. At the operating unit level, directs the development of internal policies, procedures and practices based on the best available scientific evidence and judgment. Establishes programs to preserve the quality of life by correcting and improving various areas of environmental concerns. Insures compliance with all environmental, health and safety standards promulgated by all Federal, State and local agencies through developing and implementing on-site inspection and monitoring programs at all facilities. Establishes preventative medicine programs to identify and reduce risk from potential hazards in the work-place. Conducts independent research on the organization's environmental problems to establish a basis for program changes and improvement. Keeps abreast of pending regulatory developments through reference sources. Obtains insight on legislative agendas at both the Federal and State levels. Develops a consensus position within an organization climate of diverse operational activities and often conflicting regulations proposed by agencies with regulatory jurisdiction.

Qualification Guidelines:

Ph.D. in Environmental Science/Engineering or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 5 years of management responsibility. Certification preferred.
Manager, Environmental Health and Safety  
Job Code: 1002

Plans, directs and manages the environmental, health and safety (EH&S) programs within a facility under senior management direction. Recognizes, evaluates, recommends and implements policies and procedures to assure awareness of and compliance with EH&S requirements of the organization. Responsible for monitoring and preventing chemical, biological, physical hazards and diseases present throughout the facilities work sites. Reviews and incorporates health standards promulgated by regulatory authorities. Ensures that quality control procedures are established to monitor all aspects of regulations. Provides all necessary reports to Federal, State, and local agencies. Directs audits of health and safety programs at the facility to identify and control significant loss producing exposure. Must keep fully informed on all existing and proposed changes in occupational health and safety regulations. Develops and provides basic EH&S training to facility employees. Promotes communication programs to enhance and encourage employee awareness of accident and fire prevention, industrial hygiene and environmental compliance. Plans, develops and directs the personnel within the Environmental, Health and Safety function of the organization. Provides leadership direction to management and professional personnel of the organization.

Qualification Guidelines:

Ph.D. in Environmental or Safety Engineering or related fields and more than 5 years experience; or M.S. and more than 7 years experience; B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
Under general direction supervises personnel engaged in the environmental, health and safety (EH&S) functions within a facility. Implements policies and procedures to assure awareness of and compliance with EH&S requirements of the organization. Responsible for supervising personnel engaged in monitoring and preventing chemical, biological, physical hazards and diseases present throughout the facilities work sites. Provides technical leadership and functional guidance to operating unit personnel to ensure health standards promulgated by regulatory authorities are being enforced. Ensures that quality control procedures are executed to monitor all aspects of regulations. Drafts all necessary reports to Federal, State, and local agencies. Coordinates audits of health and safety programs at the facility to identify and control significant loss producing exposure. Keeps informed on all existing and proposed changes in occupational health and safety regulations. Assists in the development and conducts basic EH&S training to facility employees. Promotes communication programs to enhance and encourage employee awareness of accident and fire prevention, industrial hygiene and environmental compliance.

**Qualification Guidelines:**

M.S. in Environmental or Safety Engineering or related fields and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Experience should include a minimum of 2 years supervisory responsibility. Certification preferred.
Senior Environmental, Health & Safety Specialist IV  
Job Code: 1004

A generalist position located in a division or a plant operation. Responsible for the most complex technical work in a wide range of environmental, health and safety disciplines to achieve compliance with the organization’s EH&S standards and with federal and state regulatory requirements. No single EH&S activity requires 80 percent or more of the incumbents available time. Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Develops, implements and maintains programs, systems and procedures necessary to ensure the overall safety and health of employees and the community. Conducts comprehensive, independent compliance assurance reviews of environmental, health and safety policies and procedures. Monitors and prevents chemical, physical and biological hazards and diseases that could be present in the work area. Investigates accidents, injuries, and complaints concerning hazards or uncomfortable conditions in the work place. Recommends improvements in processes, design, procedures, and operating equipment, to minimize the hazardous potential. Develops and conducts employee training, emergency preparedness and quality assurance programs. Monitors air, land and water pollution levels. Provides regulatory interpretation and technical advice. Prepares reports and recommends corrective action. Maintains expert knowledge of specific requirements imposed by government agencies. Acts as a lead person or technical expert providing functional direction and training in the application of the occupational health and safety programs.

Qualification Guidelines:

Ph.D. in Safety or Environmental Engineering or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Environmental, Health & Safety Specialist III  
Job Code:  1005

A generalist position located in a division or a plant operation. Responsible for moderately complex technical work in a wide range of environmental, health and safety disciplines to achieve compliance with the organization’s EH&S standards and with federal and state regulatory requirements. No single EH&S activity requires 80 percent or more of the incumbents available time. Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Develops, implements and maintains programs, systems and procedures necessary to ensure the overall safety and health of employees and the community. Monitors and prevents chemical, physical and biological hazards and diseases that could be present in the work area. Investigates accidents, injuries, and complaints concerning hazards or uncomfortable conditions in the work place. Recommends improvements in processes, design, procedures, and operating equipment, to minimize the hazardous potential. Develops and conducts employee training, emergency preparedness and quality assurance programs. Provides regulatory interpretation and technical advice. Maintains current knowledge of specific requirements imposed by government agencies. May act as a lead person or technical expert and provides direction to less experienced personnel working on health and safety programs.

Qualification Guidelines:

Ph.D. in Safety or Environmental Engineering or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Environmental, Health & Safety Specialist II  

Job Code: 1006

A generalist position located in a division or a plant operation. Performs basic technical work in a wide range of environmental, health and safety disciplines to achieve compliance with the organization’s EH&S standards and with federal and state regulatory requirements. No single EH&S activity requires 80 percent or more of the incumbents available time. Works under general supervision. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Assists in the development, implementation and maintenance of programs, systems and procedures necessary to ensure the overall safety and health of employees and the community. Monitors and prevents chemical, physical and biological hazards and diseases that could be present in the work area. Investigates accidents, injuries, and complaints concerning hazards or uncomfortable conditions in the work place. Recommends improvements in processes, design, procedures, and operating equipment, to minimize the hazardous potential. Conducts employee training, emergency preparedness and quality assurance programs. Provides regulatory interpretation and technical advice. Maintains working knowledge of specific requirements imposed by government agencies. May provide technical guidance to less experienced personnel.

Qualification Guidelines:

Ph.D. in Safety or Environmental Engineering or related fields and up to 1 year experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Environmental, Health & Safety Specialist I

A generalist position located in a division or a plant operation. Performs tasks in a wide range of environmental, health and safety disciplines to achieve compliance with the organization’s EH&S standards and with federal and state regulatory requirements. No single EH&S activity requires 80 percent or more of the incumbents available time. Works under close supervision. Performs tasks that are usually from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment for following the defined policies and procedures. Assists in the development, implementation and maintenance of programs, systems and procedures necessary to ensure the overall safety and health of employees and the community. Assists in monitoring and preventing chemical, physical and biological hazards and diseases that could be present in the work area. Works with others to investigate accidents, injuries, and complaints concerning hazards or uncomfortable conditions in the work place. Participates in recommending improvements in processes, design, procedures, and operating equipment, to minimize the hazardous potential. Participates in employee training, emergency preparedness and quality assurance programs. Maintains a working knowledge of the technical aspects of various regulatory requirements and how they may impact the operating unit.

Qualification Guidelines:

M.S. in Safety or Environmental Engineering or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Senior Staff/Principal Scientist V (generic position)  
Job Code: 1015

This is the most senior scientific individual contributor position covering all environmental professional disciplines. Acts independently under only consultative direction. Works with wide latitude to plan, conduct and direct research and/or development work on extremely complex projects necessitating the origination and application of new and unique approaches. Exercises independent judgment in developing methods, techniques and evaluation criterion for obtaining results. Applies advanced knowledge of a particular field of specialization within the environmental science field while working across a number of disciplines to obtain results on major projects. Uses expert knowledge of scientific principles and concepts to contribute to the development of the company's environmental health and safety policies, standards, and operating guidelines. Acts as an internal authority on all existing and proposed changes in Federal, State and local environmental and occupational health regulations. Provides technical expertise and guidance in interpreting and monitoring compliance with regulatory and industry requirements regarding preventive and remedial programs. Reviews, evaluates, and prepares replies to technical and management audits. Represents the organization in high-level scientific technical forums. Plans and directs the largest environmental projects in the company. Must have achieved national recognition in the scientific community through original contribution. Supplies technical inspiration and leadership consultation to professional co-workers.

Qualification Guidelines:

Ph.D. in Environmental Science or related scientific fields and more than 7 years experience; or M.S. and more than 10 years experience. Certification required.
Senior Staff/Principal Engineer V  (generic position)  
Job Code:  1020

This is the most senior engineering individual contributor position covering all environmental health and safety disciplines. Acts independently under only consultative direction. Works with wide latitude to plan, conduct and direct engineering development work on extremely complex projects necessitating the origination and application of new and unique approaches. Exercises independent judgment in developing methods, techniques and evaluation criterion for obtaining results. Applies advanced knowledge of a particular field of engineering within the environmental health and safety fields while working across a number of disciplines to obtain results on major projects. Uses expert knowledge of scientific principles and concepts to contribute to the development of the company’s environmental health and safety policies, standards, and operating guidelines. Acts as an internal authority on all existing and proposed changes in Federal, State and local environmental and occupational health regulations. Provides technical expertise and guidance in interpreting and monitoring compliance with regulatory and industry requirements regarding preventive and remedial programs. Reviews, evaluates, and prepares replies to technical and management audits. Represents the organization in high-level technical forums. Plans and directs the largest environmental projects in the company. Must have achieved national recognition in the scientific community through original contribution. Supplies technical inspiration and leadership consultation to professional co-workers.

Qualification Guidelines:

Ph.D. in Environmental Engineering or related engineering fields and more than 7 years experience; or M.S. and more than 10 years experience. Certification required.
**Top Environmental Sciences Executive**

Plans and directs the environmental science function at the corporate level under executive management direction based on predetermined goals and objectives. Develop corporate-wide environmental health and safety compliance strategies for implementation in the operating units (i.e., sector, group, division, or plant). Directs the development of policies, procedures and systems to maintain and enhance environmental performance of the organization. Establishes policies and procedures dealing with all activities associated with subcontracting of vendors for services and equipment. Assists operating units in the installation and maintenance of environmental compliance measures required under Federal, State and local regulations. Assists operating units in interpreting and applying technical regulatory requirements on production operations. Develops cost control measures for environmental compliance. Develops tactical approach for dealing with specific compliance projects for operating facilities as required. Maintains advance information on new developments in regulatory changes in environmental health and safety requirements and incorporates this information into strategic and tactical business planning. Provides leadership direction to all personnel in the environmental health and safety function.

**Qualification Guidelines:**

Ph.D. in Environmental Science or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 7 years of management responsibility. Certification preferred.
Second Level Environmental Sciences Executive  

Job Code:  1101

Plans and directs the environmental science function at the operating unit level under senior management direction based on predetermined goals and objectives. Implements the organization's environmental health and safety compliance strategies in the operating unit. Develops and implements the policies, procedures and systems to maintain and enhance environmental performance of the organization. DIRECTS all activities associated with subcontracting of vendors for services and equipment. Assists operating management in the installation and maintenance of environmental compliance measures required under Federal, State and local regulations. Assists management in interpreting and applying technical regulatory requirements on production operations. Monitors cost control measures for environmental compliance. Manages compliance projects for operating facilities as required. Keeps updated on information on new developments in regulatory changes in environmental health and safety requirements and incorporates this information into tactical business planning. Responsible for assuring an effective utilization of personnel and responding promptly to the needs of all of the division's operations. Provides leadership direction to management personnel in the environmental sciences function at the operating unit.

Qualification Guidelines:

Ph.D. in Environmental Science or related fields and more than 7 years experience; or M.S. and more than 10 years experience; or B.S. and more than 15 years experience. Experience should include a minimum of 5 years of management responsibility. Certification preferred.
Manager, Environmental Sciences  

Plans and directs the environmental science function within a facility under senior management direction. Accountable for implementing the organization's environmental health compliance strategies in the facility. Implements the policies, procedures and systems to maintain and enhance environmental performance of the organization. Manages all activities associated with subcontracting of vendors for services and equipment. Assists operating management in the installation and maintenance of environmental compliance measures required under Federal, State and local regulations. Assists management in interpreting and applying technical regulatory requirements on production operations. Monitors cost control measures for environmental compliance. Manages compliance projects at the operating facility. Keeps updated on information on new developments in regulatory changes in environmental health requirements and incorporates this information into the facility’s business planning. Responsible for assuring effective utilization of personnel and responding promptly to the needs of the facility's operations. Provides leadership direction to management and professional personnel in the environmental sciences function at the operating unit.

Qualification Guidelines:

Ph.D. in Environmental Science or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of management responsibility. Certification preferred.
Supervisor, Environmental Sciences

Works under consultative direction toward predetermined goals and objectives. Supervises personnel engaged in implementing the organization’s environmental health compliance program in a specific site. Implements the procedures and systems to maintain and enhance environmental performance of the organization. Assists operating management in the installation and maintenance of environmental compliance measures required under Federal, State and local regulations. Assists management in interpreting and applying technical regulatory requirements on production operations. May monitor cost control measures for environmental compliance. Supervises compliance projects at the operating site. Keeps informed on new developments in regulatory changes in environmental health requirements. Provides technical leadership and functional guidance to personnel within the work group. Primarily responsible for assuring effective utilization of technical personnel and responding promptly to the needs of organization unit. Interacts daily with subordinates and/or functional peer groups. Interaction frequently involves exchange or presentation of findings, conclusions and recommendations. Provides direct supervision to entry level exempt employees and/or skilled non-exempt employees (i.e., technicians) assigning tasks related to the group.

Qualification Guidelines:

M.S. in Environmental or Environmental Science or related fields and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Experience should include a minimum of 2 years supervisory responsibility. Certification preferred.
Senior Environmental Scientist IV

Job Code: 1104

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Determines need for, designs, and coordinates large scale scientific studies, programs and projects to support the safe and efficient operation of units within the organization. Develops and performs scientific investigation which includes analyzing and interpreting trends and patterns for which no established precedents or standards exist. Evaluates proposed and existing codes, standards, regulations, and guidelines to determine the impact on proposed or existing programs and facility modifications. Provides technical support and maintenance of operating systems. Determines the need for ecological screening studies for potential sites; studies the ecological character of the sites to address concerns of various environmental and regulatory agencies. Provides technical guidance in interpreting and monitoring compliance with regulatory requirements and industry guidelines regarding remedial programs. Prepares responses to proposed regulations and legislation. Serves as a formal reviewer of technical documents to ensure their accuracy and completeness. Interfaces with industry and environmental groups and regulatory agencies to keep current on the changes developing in the regulations and legislation. Provides leadership to less experienced scientist and to technicians. May act as lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Environmental Science or related fields or and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Environmental Scientist III

Works under very general direction. Exercises reasonable latitude in determining technical objectives of assignments. Work is reviewed upon completion for adequacy in meeting objectives. Conducts scientific studies to support the safe and efficient operation of units within the organization. Provides specialized technical expertise to solve various complex environmental problems. Conducts scientific investigation which includes analyzing and interpreting trends and patterns generally using established precedents and standards. Operates, maintains and monitors operating systems, e.g., water treatment and waste disposal to ensure compliance with established guidelines. Develops and oversees the use of appropriate sampling and monitoring procedures and guidelines. Prepares and revises technical documents for internal and external audit groups. Assists in the evaluation and review of proposed and existing codes, standards, regulations, and guidelines to determine the impact on programs and facility modifications. Works on ecological screening studies for potential sites. Provides technical guidance in interpreting and monitoring compliance with regulatory requirements and industry guidelines. Reviews technical documents to ensure their accuracy and completeness. Keeps current on the changes developing in the regulations and legislation. Provides leadership to less experienced scientist and to technicians. May act as lead person or technical expert on small to medium projects.

Qualification Guidelines:

Ph.D. in Environmental Science or related fields or and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Environmental Scientist II

Job Code:  1106

Works under general supervision. Follows established procedures. Work is reviewed for soundness of technical judgment and overall adequacy. Conducts scientific studies to support the safe and efficient operation of units within the organization. Provides technical expertise to solve various environmental problems. Conducts scientific investigation which includes analyzing and interpreting trends and patterns using established precedents and standards. Operates, maintains and monitors operating systems, e.g., water treatment and waste disposal to ensure compliance with established guidelines. Provides technical support and maintenance of operating systems. Oversees the use of appropriate sampling and monitoring procedures and guidelines. Assists in reviewing technical documents for internal and external audit groups. Assists in the evaluation and review of proposed and existing codes, standards, regulations, and guidelines to determine the impact on programs and facility modifications. Provides technical guidance to field personnel in interpreting and monitoring compliance with regulatory requirements and industry guidelines. Keeps current on the changes developing in the regulations and legislation. Provides leadership to less experienced scientist and to technicians. May act as lead person or technical advisor on small projects.

Qualification Guidelines:

Ph.D. in Environmental Science or related fields and up to 1 year experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Environmental Scientist I

Job Code: 1107

Works under close supervision. Performs tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following the defined policies and procedures. Assists others in conducting scientific studies to support the safe and efficient operation of units within the organization. Provides technical expertise to solve various environmental problems. Conducts scientific investigation which includes analyzing and interpreting trends and patterns using available precedents and guidelines. Consults with more senior environmental scientist and with technical personnel in the field to assure information is obtained in a practical and economic manner. Assists in providing technical support and maintenance of operating systems. Calibrates, operates, and maintains scientific equipment and instruments. Assists others in overseeing the use of appropriate sampling and monitoring procedures and guidelines. Assist in the evaluation and review of proposed and existing codes, standards, regulations, and guidelines to determine the impact on programs and facility modifications.

Qualification Guidelines:

M.S. in Environmental Science or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Environmental Technician 3  
Job Code:  1108

Under general supervision performs modestly complex quantitative and qualitative analyses, such as field sampling, testing and measuring, to determine air, ground or water pollution levels. Provides technical support activities in accordance with established procedures to assist in the performance of environmental monitoring and testing projects to enable operating units to comply with all environmental regulations. Assists in installation and set-up of complex instruments and equipment. Operates electronic equipment and conducts sampling with the current line of instrumentation. Maintains periodic inspections of equipment and performs preventative maintenance work. Maintains records pertinent to special sampling projects performed in conjunction with government agencies and consulting firms. Works on special projects, as assigned. Must keep abreast of changes in Federal, State and local regulations associated with all aspects of the work.

Qualification Guidelines:

B.S. in Environmental Science or related fields and a minimum of 1 year experience; or Associate degree in a field directly related to the position and a minimum of 3 years experience; or H.S. diploma with a minimum of 7 years practical experience.
Environmental Technician 2  

Job Code: 1109

Under direct supervision performs semi-routine quantitative and qualitative analyses, such as field sampling, testing and measuring, to determine air, ground or water pollution levels. Assists others in supporting technical activities in accordance with established procedures for environmental monitoring and testing projects to enable operating units to comply with all environmental regulations. Assists in installation and set-up of modestly complex instruments and equipment. Operates electronic equipment and assists in conducting sampling procedures with the current line of instrumentation. Maintains periodic inspections of equipment and performs simple preventative maintenance work. Assists in assembling data and maintaining records pertinent to special sampling projects performed in conjunction with government agencies and consulting firms. Works on special projects, as assigned. Must be familiar with changes in Federal, State and local regulations associated with the field of work.

Qualification Guidelines:

Associate degree in a field directly related to the position and minimum of 2 years experience; or H.S. diploma with a minimum of 5 years practical experience.
Environmental Technician 1  
Job Code: 1110

Under immediate supervision performs routine quantitative and qualitative analyses, such as field sampling, testing and measuring, to determine air, ground or water pollution levels. Assists others in supporting technical activities in accordance with established procedures for environmental monitoring and testing projects to enable operating units to comply with all environmental regulations. Assists in installation and set-up of instruments and equipment. Operates basic electronic equipment and assists in conducting sampling procedures with the current line of instrumentation. Assists others in conducting periodic inspections of equipment and performs simple preventative maintenance work. Assists in assembling data and maintaining records pertinent to sampling projects performed in conjunction with government agencies and consulting firms. Works on special projects, as assigned. Is generally made aware of changes in Federal, State and local regulations associated with the field of work.

Qualification Guidelines:

Associate degree in a field directly related to the position and minimum of 1 year experience; or H.S. diploma with a minimum 3 years practical experience.
Top Regulatory Compliance Executive

Job Code: 1200

Plans and directs the regulatory compliance function for the total corporation under executive management direction based on predetermined goals and objectives. Develops and directs the implementation of a comprehensive on-site inspection program required to ensure that the organization and its operating units are complying with all Federal, State and local regulations related to health, safety and environmental control of employees and the public. Ensures that all operating unit sites meet the required regulatory standards to the extent that official agencies inspecting the location can find no fault and therefore can not issue citations, penalties, fines or take any other legal action against the organization. Directs the identification and definition of all existing and potential health, safety and environmental control problems within the total organization. Identifies potential problem areas which require continued priority attention in order to prevent situations from reoccurring which could adversely impact the program. Prepares regulatory compliance reports to executive management that fairly and objectively details the inspection results and recommended action. Stays current on all technical and legal aspects of the regulations and how they relate to each operating unit. Provides leadership and direction to management and professional personnel in the compliance function.

Qualification Guidelines:

Ph.D. in Environmental or Safety Engineering or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 7 years of management responsibility. Certification preferred.
Plans and manages the regulatory compliance function for an operating unit of the organization (i.e., sector, group, division) under senior management direction based on predetermined goals and objectives. Implements an on-site inspection program required to ensure that the operating unit is complying with all Federal, State and local regulations related to health, safety and environmental control of employees and the public. Ensures that all sites within the operating unit meet the required regulatory standards to the extent that official agencies inspecting the locations can find no fault, and therefore, can not issue citations, penalties, fines or take any other legal action against the operating unit or the parent organization. Determines through independent investigation all existing and potential health, safety and environmental control problems within the operating unit. Prepares regulatory compliance reports to management that fairly and objectively details the inspection results and recommended action. Stays current on all technical and legal aspects of the regulations and how they relate to the operating unit. Provides leadership and direction to professional personnel in the compliance function.

Qualification Guidelines:

Ph.D. in Environmental or Safety Engineering or related fields and more than 7 years experience; or M.S. and more than 10 years experience; or B.S. and more than 15 years experience. Experience should include a minimum of 5 years of management responsibility. Certification preferred.
Manager, Regulatory Compliance

Plans and manages the regulatory compliance function under senior management direction for an operating facility (i.e., plant, laboratory, etc.) within a group or division of the corporation. Implements an on-site inspection program required to ensure that the operating unit is in compliance with all Federal, State and local regulations related to environmental control, health and safety of employees and the public. Ensures that the sites within the operating unit meets the required regulatory standards to the extent that official agencies inspecting the location can find no fault, and therefore, can not issue citations, penalties, fines or take any other legal action against the operating facility or the parent corporation. Determines through independent investigation all existing and potential health, safety, and environmental control problems within the organizational unit. Prepares regulatory compliance reports to management that fairly and objectively details the inspection results and recommendations for remedial action. Keeps fully informed on all technical and legal regulations and how they relate to the operating unit. Provides leadership and direction to professional personnel assigned to the compliance function.

Qualification Guidelines:

Ph.D. in Environmental or Safety Engineering or related fields and more than 3 years experience; or M.S. and more than 5 years experience; or B.S. and more than 7 years experience. Experience should include a minimum of 2 years of supervisory responsibility. Certification preferred.
Senior Regulatory Compliance Engineer/Specialist IV  
Job Code: 1204

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action necessary to obtain desired results. Work is checked through consultation and agreement, rather than by formal review of superior. Develops, implements and maintains complex inspection procedures and programs designed to minimize deficiencies and ensure compliance with existing Federal, State and local laws, regulations, licenses, permits and ordinances pertaining to health, safety and environmental control at the organization's facilities. Major areas may include: water, air, and land quality; radiological health and safety; liquid and solid waste disposal; and industrial and mine safety. Identifies potential or actual areas of non-compliance through personal on-site inspections. Prepares accurate and concise reports on the inspection findings along with recommendations for corrective action to management. Maintains expert knowledge of specific requirements imposed by government agencies through extensive reading of the statutes, regulations, licenses, and permits; consultation with other members of the environmental affairs function; and consulting with operating unit and field personnel. Maintains a strong working knowledge on the scientific and technical aspects of various regulatory requirements and how they impact each operating unit. May act as a lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Environmental or Safety Engineering or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Regulatory Compliance Engineer/Specialist III  
Job Code: 1205

Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Works on assignments to develop, implement and maintain inspection procedures and programs designed to minimize deficiencies and ensure compliance with existing Federal, State and local laws, regulations, licenses, permits and ordinances pertaining to health, safety and environmental control at an operating unit. Major areas may include: water, air, and land quality; radiological health and safety; liquid and solid waste disposal; and industrial and mine safety. Identifies potential or actual areas of non-compliance through personal on-site inspections. Writes technical reports based on the interpretation of data, observations, and current regulations regarding inspection findings and recommendations for corrective action and submits the document to the supervisor for presentation to management. Maintains current knowledge of specific requirements imposed by government agencies through reading of the statutes, regulations, licenses, and permits; consultation with other members of the environmental affairs function; and consulting with operating unit and field personnel. Maintains a good working knowledge on the scientific and technical aspects of various regulatory requirements and how they may impact each operating unit. May also act as a lead person or technical expert on small to medium projects.

Qualification Guidelines:

Ph.D. in Environmental or Safety Engineering or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Works under general direction. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Uses technical discretion within well defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of somewhat diverse scope and complexity where analyses of data require evaluation of identifiable factors. Works on assignments to develop, implement and maintain inspection procedures and programs designed to minimize deficiencies and ensure compliance with existing Federal, State and local laws, regulations, licenses, permits and ordinances pertaining to health, safety and environmental control at the organization's facilities. Major areas may include: water, air, and land quality; radiological health and safety; liquid and solid waste disposal; and industrial and mine safety. Assists in the identification of potential or actual areas of non-compliance through personal on-site inspections. Assists in preparing technical reports based on the interpretation of data, observations, and current regulations regarding inspection findings and recommendations for corrective action. Keeps current on specific requirements imposed by government agencies through reading of the statutes, regulations, licenses, and permits; consultation with other members of the Environmental Division; and consulting with operating unit and field personnel. Maintains a working knowledge on the scientific and technical aspects of various regulatory requirements and how they may impact each operating unit. May also act as a lead person or technical advisor on small projects.

Qualification Guidelines:

Ph.D. in Environmental or Safety Engineering or related fields and up to 1 year of experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Regulatory Compliance Engineer/Specialist I  
Job Code: 1207

Works under close supervision. Performs tasks that are usually from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment for following the defined policies and procedures. Assists others in developing, implementing and maintaining inspection procedures and programs designed to minimize deficiencies and ensure compliance with existing Federal, State and local laws, regulations, licenses, permits and ordinances pertaining to health, safety and environmental control at the organization’s facilities. Major areas may include: water, air, and land quality; radiological health and safety; liquid and solid waste disposal; and industrial and mine safety. Assists in the identification of potential or actual areas of non-compliance through personal on-site inspections. Assists in preparing technical reports based on the interpretation of data, observations, and current regulations regarding inspection findings and recommendations for corrective action. Keeps current on specific requirements imposed by government agencies through reading of the statutes, regulations, licenses, and permits. Maintains a working knowledge on the scientific and technical aspects of various regulatory requirements and how they may impact each operating unit.

Qualification Guidelines:

M.S. in Environmental or Safety Engineering or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Plans and directs the product compliance function under senior management direction. Accountable for implementing the organization’s product compliance strategies, policies, programs and systems as Federal and State agency’s regulations dictate. Directs the establishment of compliance and information systems to assure that the development and sales of the company's products comply with the various product environmental health and safety documentation regulations, (e.g., TSCA, MSDA, OSHA, DOT, SARA, Chemical Diversion, and State Right-to-Know, etc.). Develops and maintains company-wide policies, procedures and systems to assist organization units in complying with Federal and State product regulation requirements for information collection, reporting and dissemination. Gathers strategic intelligence on developing areas of product regulations and advises senior management of potential effects, costs and remedial action. Works with operating units, product development groups and research centers in implementing and complying with product regulation standards and responsibilities. Directs the development and maintenance of computerized system to assure updating with changing regulations. Keeps fully informed on all technical and legal regulations and how they relate to the organization. Provides leadership and technical direction to professional personnel assigned to the product compliance function.

Qualification Guidelines:

Ph.D. in Environmental or Safety Engineering or related fields and more than 3 years experience; or M.S. and more than 5 years experience; or B.S. and more than 7 years experience. Experience should include a minimum of 2 years of supervisory responsibility. Certification preferred.
Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Initiates, defines, and develops environmental product compliance programs and systems as Federal and State agency's regulations dictate. Establishes compliance and information systems to assure that the development and sales of the company's products comply with the various product environmental health and safety documentation regulations, (e.g., TSCA, MSDA, OSHA, DOT, SARA, Chemical Diversion, and State Right-to-Know, etc.). Monitors and maintains company-wide policies, procedures and systems to assist organization units in complying with Federal and State product regulation requirements for information collection, reporting and dissemination. Works with operating units, product development groups and research centers in implementing and complying with product regulation standards and responsibilities. Updates the computerized system to assure all information is current with changing regulations. Maintains a good working knowledge on the scientific and technical aspects of various regulatory requirements and how they may impact each operating unit.

Qualification Guidelines:

Ph.D. in Environmental or Safety Engineering or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
**Top Industrial Hygiene Executive**

Plans, directs and manages the industrial hygiene programs of the total corporation under executive management direction based on predetermined goals and objectives. Directs all activities associated with subcontracting of vendors for services and equipment including laboratory and research facilities. Recognizes, evaluates, recommends and implements policies and procedures for monitoring and preventing chemical, biological and physical hazards and diseases present throughout the organization’s work sites. Reviews and incorporates, as appropriate, health standards promulgated by OSHA, MSHA, EPA, NRC, DOD, DOE and State programs. Ensures that quality control procedures are established to monitor all aspects of Federal, State and local regulations. Must keep fully informed on all existing and proposed changes in industrial health regulations. Responsible for all aspects of financial management related to Industrial Hygiene activities. Responsible for making recommendations and presentations to the executive management based on accepted industrial hygiene scientific methodology. Plans, develops and directs the personnel within the Industrial Hygiene function of the organization. Provides leadership direction to management and professional personnel of the organization unit.

**Qualification Guidelines:**

Ph.D. in Industrial Hygiene or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 7 years of management responsibility. Certification preferred.
Second Level Industrial Hygiene Executive

Plans, directs and manages the industrial hygiene programs of the organization unit under senior management direction based on predetermined goals and objectives. Manages all activities associated with subcontracting of vendors for services and equipment including laboratory and research facilities. Recognizes, evaluates, recommends and implements policies and procedures for monitoring and preventing chemical, biological and physical hazards and diseases present throughout the organization’s work sites. Reviews and incorporates, as appropriate, health standards originated by OSHA, MSHA, EPA, NRC, DOD, DOE and State programs. Ensures that quality control procedures are established to monitor all aspects of Federal, State and local regulations. Must keep fully informed on all existing and proposed changes in industrial health regulations. Maintains and controls the financial budget related to Industrial Hygiene activities. Responsible for making recommendations and presentations to the senior management based on accepted industrial hygiene scientific methodology. Manages all activities of the function within the scope of the jobs responsibilities. Develops and evaluates the personnel in the function and provides leadership direction to management of the organization unit.

Qualification Guidelines:

Ph.D. in Industrial Hygiene or related fields and more than 7 years experience; or M.S. and more than 10 years experience; or B.S. and more than 15 years experience. Experience should include a minimum of 5 years of management responsibility. Certification preferred.
Manager, Industrial Hygiene

Plans, organizes and manages the industrial hygiene programs of a facility under senior management direction. Manages activities associated with subcontracting of vendors for services and equipment including laboratory and research facilities. Recognizes, evaluates, recommends and implements policies and procedures for monitoring and preventing chemical, biological, physical hazards and diseases from occurring throughout the facility’s work sites. Reviews and incorporates, as appropriate, health standards originated by OSHA, MSHA, EPA, NRC, DOD, DOE and State programs. Ensures that quality control procedures are established to monitor all aspects of Federal, State and local regulations. Must keep fully informed on all existing and proposed changes in industrial health regulations. Maintains and controls the financial budget related to industrial hygiene activities at the facility. Responsible for making recommendations and presentations to the senior management based on accepted industrial hygiene scientific methodology. Develops and evaluates the personnel in the Industrial Hygiene function within the scope of the job responsibilities. Manages the activities and provides leadership direction to professional, technical and support personnel in the functional unit.

Qualification Guidelines:

Ph.D. in Industrial Hygiene or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
Supervisor, Industrial Hygiene

Works under consultative direction toward predetermined goals and objectives. Supervise personnel engaged in implementing programs, policies, procedures and processes for monitoring and preventing chemical, physical and biological hazards and diseases present in the organization’s work areas. Provide direction to employees involved in monitoring and controlling the organization’s health standards in accordance with OSHA, MSHA, EPA, NRC, DOD, DOE and State programs. Provides technical leadership and functional guidance to personnel in the work group to insure that quality control procedures are implemented according to Federal, State and local regulations. Keeps informed on new requirements imposed by all agencies. Primarily responsible for assuring effective utilization of technical personnel and responding promptly to the needs of organization unit. Interacts daily with subordinates and/or functional peer groups. Interaction frequently involves exchange or presentation of findings, conclusions and recommendations. Provide direct supervision to entry level exempt employees and/or skilled non-exempt employees (i.e., technicians).

Qualification Guidelines:

M.S. in Industrial Hygiene or related fields and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Experience should include a minimum of 2 years of supervisory responsibility. Certification preferred.
Senior Industrial Hygienist IV  
Job Code: 1404

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action necessary to obtain desired results. Work is checked through consultation and agreement, rather than by formal review of superior. Develops, recommends and implements programs, policies and procedures for monitoring and preventing chemical, physical and biological hazards and diseases present in the organization's work areas. Monitors and controls the organization's health standards in accordance with OSHA, MSHA, EPA, NRC, DOD, DOE and State programs. Ensures that quality control procedures are implemented according to all regulations. Maintains professional knowledge of existing and proposed changes in all industrial health and safety regulations. Provides expert knowledge of diverse chemical, physical and biological hazards. Makes recommendations and presentations based on accepted industrial hygiene scientific methodology. May prepare technical reports based on the expert interpretation of data, observations, and current regulations. Develops and conducts employee training and hazardous materials communications programs. Provides leadership to less experienced Industrial Hygienist and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Industrial Hygiene or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
**Industrial Hygienist III**  
**Job Code: 1405**

Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Develops, recommends and implements programs, policies and procedures for monitoring and preventing chemical, physical and biological hazards and diseases present in the organization's work areas. Participates in monitoring the organization's health standards in accordance with OSHA, MSHA, EPA, NRC, DOD, DOE and State programs. Performs industrial hygiene field measurements, safety measurements, safety evaluations, and hazardous waste evaluations. Evaluates and interprets current regulations and assists in compliance. Develops hazardous materials communications. Writes technical reports based on the interpretation of data, observations, and current regulations. Makes recommendations for changes in the work environment based on interpretations and principles of professional practices. Must keep current on existing and proposed changes all industrial health and safety regulations. Uses and maintains industrial hygiene equipment. Very proficient in all I/H tasks. May provide leadership to less experienced Industrial Hygienist and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical expert on small to medium projects.

**Qualification Guidelines:**

Ph.D. in Industrial Hygiene or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Industrial Hygienist II  
Job Code: 1406

Works under general direction. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Uses technical discretion within well defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of somewhat diverse scope and complexity where analyses of data require evaluation of identifiable factors. Develops, recommends and implements programs and procedures for monitoring and preventing chemical, physical and biological hazards and diseases in the position's work areas. Participates in monitoring the organization's health standards in accordance with OSHA, MSHA, EPA, NRC, DOD, DOE and State programs. Performs industrial hygiene field measurements, safety measurements, safety evaluations and hazardous waste evaluations. Evaluates and interprets current regulations and assists in compliance. Develops hazardous materials communications. Makes recommendations for changes in the work environment based on interpretations and principles of professional practices. Uses and maintains industrial hygiene equipment. Proficient in most I/H tasks. May provide leadership to less experienced Industrial Hygienist and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical advisor on small projects.

Qualification Guidelines:

Ph.D. in Industrial Hygiene or related fields and up to 1 year of experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
**Industrial Hygienist I**  
*Job Code: 1407*

Works under close supervision. Performs tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following the defined policies and procedures. Assists others in developing and implementing programs for monitoring and preventing chemical, physical and biological hazards and diseases in the organization's work areas. Participates with others in monitoring the organization's health standards in accordance with OSHA, MSHA, EPA, NRC, DOD, DOE and State programs. Performs basic industrial hygiene field measurements, safety measurements, safety evaluations and hazardous waste evaluations. Evaluates and interprets current regulations and assists in compliance. Provides input in the development of hazardous materials communications. Uses industrial hygiene equipment. Working to become proficient in the Industrial Hygiene field.

**Qualification Guidelines:**

M.S. in Industrial Hygiene or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Industrial Hygienist Technician 3  
Job Code: 1408

Under general supervision performs assigned tasks from detailed instructions, established policies and procedures. Assists others in providing industrial hygiene, environmental and hazardous material support. Performs analytical chemical operations involving a wide variety of routine and non-routine analyses for which methods, standards, and procedures have been established. Applies rigid and exacting procedures to obtain a high degree of accuracy in the final results. Processes the more complex and difficult industrial hygiene analyses by instrument, chemical, and physical methods. Compiles, verifies and correlates data relating to occupational and environmental health issues. Uses a wide range of complex laboratory equipment and instruments. Assists in the preparation of studies, reports and other tasks as specifically assigned. Performs detailed calculations, preliminary analyses and field monitoring under general supervision of an Industrial Hygienist. Prepares and checks data. Maintains updated knowledge of technical and legislative developments and requirements relating to field of specialization. Maintains and calibrates monitoring instrumentation and equipment. May provide training and guidance to less experienced technicians.

Qualification Guidelines:

B.S. in Industrial Hygiene or related fields and a minimum of 1 year experience; or Associate degree in a field directly related to the position and minimum of 3 years experience; or H.S. diploma with a minimum of 7 years progressive experience.
Industrial Hygienist Technician 2

Under direct supervision performs assigned tasks from detailed instructions, established policies and procedures. Assists others in providing industrial hygiene, environmental and hazardous material support. Assists in processing the more complex and difficult industrial hygiene analyses by instrument, chemical, and physical methods. Participates in compiling, verifying and correlating data relating to occupational and environmental health issues. Assists others in the preparation of studies, reports and other tasks as specifically assigned. Performs non-routine calculations, preliminary analyses and field monitoring under direct supervision of an Industrial Hygienist. Assists in preparing and checking data. Keeps abreast of technical and legislative developments and requirements relating to field of specialization. Maintains and calibrates monitoring instrumentation and equipment.

Qualification Guidelines:

Associate degree in a field directly related to the position and minimum of 2 years experience; or H.S. diploma with a minimum of 5 years progressive experience in industrial hygiene work.
Industrial Hygienist Technician 1

Under immediate supervision performs assigned tasks from detailed instructions, established policies and procedures. Assists others in providing industrial hygiene, environmental and hazardous material support. Assists in processing the more complex and difficult industrial hygiene analyses by instrument, chemical, and physical methods. Participates in compiling, verifying and correlating data relating to occupational and environmental health issues. Assists others in the preparation of studies, reports and other tasks as specifically assigned. Performs non-routine calculations, preliminary analyses and field monitoring under direct supervision of an Industrial Hygienist. Assists in preparing and checking data. Keeps abreast of technical and legislative developments and requirements relating to field of specialization. Participates in maintaining and calibrating monitoring instrumentation and equipment.

Qualification Guidelines:

Associate degree in a field directly related to the position and minimum of 1 year experience; or H.S. diploma with a minimum 3 years progressive experience.
Top Toxicology Executive  

Job Code: 1500

Plans, directs and manages the toxicological programs of the total organization under executive management direction based on predetermined goals and objectives. Directs research regarding toxicological, ecological and human risk assessment. Assembles, prepares and analyzes data for information services, regulatory affairs and litigation support. Provides expert knowledge in technical areas of risk assessment including: general and mammalian toxicology, litigation philosophy, strategies and regulatory nuances. Prepares and implements models of exposures for detailed human risk assessment. Provides expert knowledge of chemical, toxicological and health data for hazardous organic and inorganic substances; evaluates and prepares both cancer and non-cancer risk assessments including development of potency slopes, etc. Provides expert technical advice and assistance in interpreting toxicological and health data (e.g. epidemiological) relative to individual chemicals and mixtures and their effects on health related values. Prepares comprehensive toxicological profiles of materials relative to site-specific hazardous waste regulatory actions. Responsible for all aspects of financial management related to toxicology activities. Makes recommendations and presentations to executive management of the organization. Plans, develops and directs personnel in the Toxicology function. Provides leadership direction to management personnel of the unit.

Qualification Guidelines:

Ph.D. in Toxicology or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 7 years of management responsibility. Certification preferred.
Second Level Toxicology Executive

Plans, directs and manages the toxicological programs of an operating division under senior management direction based on predetermined goals and objectives. Directs research regarding toxicological, ecological and human risk assessment. Assembles, prepares and analyzes data for information services, regulatory affairs and litigation support. Provides expert knowledge in technical areas of risk assessment including: general and mammalian toxicology, litigation philosophy, strategies and regulatory nuances for the operating unit. Prepares and implements models of exposures for detailed human risk assessment. Provides expert knowledge of chemical, toxicological and health data for hazardous organic and inorganic substances; evaluates and prepares both cancer and non-cancer risk assessments including development of potency slopes, etc. Provides expert technical advice and assistance in interpreting toxicological and health data relative to individual chemicals and mixtures and their effects on health related values. Prepares comprehensive toxicological profiles of materials relative to site-specific hazardous waste regulatory actions. Responsible for all aspects of financial management related to the division toxicology activities. Makes recommendations and presentations to senior management of the organization. Plans, develops and directs personnel in the Toxicology function. Provides leadership direction to management personnel of the unit.

Qualification Guidelines:

Ph.D. in Toxicology or related fields and more than 7 years experience; or M.S. and more than 10 years experience; or B.S. and more than 15 years experience. Experience should include a minimum of 5 years of management responsibility. Certification preferred.
Manager, Toxicology

Plans, directs and manages the toxicological programs of an operating facility under senior management direction. Directs research regarding toxicological, ecological and human risk assessment. Assembles, prepares and analyzes data for information services, regulatory affairs and litigation support. Provides expert knowledge in technical areas of risk assessment including: general and mammalian toxicology, litigation philosophy, and regulatory nuances for the operating facility. Provides expert knowledge of chemical, toxicological and health data for hazardous organic and inorganic substances; evaluates and prepares both cancer and non-cancer risk assessments including development of potency slopes, etc. Provides expert technical advice and assistance in interpreting toxicological and health data relative to individual chemicals and mixtures and their effects on health related values. Prepares comprehensive toxicological profiles of materials relative to site-specific hazardous waste regulatory actions. Makes recommendations and presentations to senior management of the organization. Develops and evaluates personnel in the Toxicology function. Provides leadership direction to supervisory and professional personnel of the unit.

Qualification Guidelines:

Ph.D. in Toxicology or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
Senior Toxicologist IV

Job Code: 1504

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action necessary to obtain desired results. Work is checked through consultation and agreement, rather than by formal review of superior. Conducts research regarding toxicological, ecological and human risk assessment. Assembles, prepares and analyzes data for information services, regulatory affairs and litigation support. Prepares and implements models of exposures for detailed human risk assessment. Provides expert knowledge of chemical, toxicological and health data for hazardous organic and inorganic substances; evaluates and prepares both cancer and non-cancer risk assessments including development of potency slopes etc. Provides expert technical advice and assistance in interpreting toxicological and health data (e.g., epidemiological) relative to individual chemicals and mixtures and their effects on health related values. Prepares fully comprehensive toxicological profiles of materials relative to site-specific hazardous waste regulatory actions. Provides leadership to less experienced Toxicologist and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Toxicology or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Toxicologist III

Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Conducts research regarding toxicological, ecological and human risk assessment. Assembles, prepares and analyzes data for information services, regulatory affairs and litigation support. Assists in preparing and implementing models of exposures for detailed human risk assessment. Provides comprehensive knowledge of chemical, toxicological and health data for hazardous organic and inorganic substances; evaluates and prepares both cancer and non-cancer risk assessments. Provides extensive technical advice and assistance in interpreting toxicological and health data (e.g., epidemiological) relative to individual chemicals and mixtures and their effects on health related values. Prepares comprehensive toxicological profiles of materials relative to site-specific hazardous waste regulatory actions. Provides leadership to less experienced Toxicologist and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical expert on small to medium projects.

Qualification Guidelines:

Ph.D. in Toxicology or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Toxicologist II  

Job Code: 1506

Works under general direction. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Uses technical discretion within well defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of somewhat diverse scope and complexity where analyses of data require evaluation of identifiable factors. Conducts research regarding toxicological, ecological and human risk assessment. Assembles, prepares and analyzes data for information services, regulatory affairs and litigation support. Assists in preparing and implementing models of exposures for human risk assessment. Provides a good working knowledge of chemical, toxicological and health data for hazardous organic and inorganic substances; evaluates and prepares both cancer and non-cancer risk assessments. Provides basic technical advice and assistance in interpreting toxicological and health data (e.g., epidemiological) relative to individual chemicals and mixtures and their effects on health related values. Prepares toxicological profiles of materials relative to site-specific hazardous waste regulatory actions. May provide leadership to less experienced Toxicologist and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical advisor on small projects.

Qualification Guidelines:

Ph.D. in Toxicology or related fields and up to 1 year of experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Toxicologist I  
Job Code: 1507

Works under close supervision. Performs assigned tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following the defined policies and procedures. Assists others in conducting research regarding toxicological, ecological and human risk assessment. Assists in assembling, preparing and analyzing data regarding information services, regulatory affairs, and litigation support. Assists in preparing and implementing models of exposures for human risk assessment. Develops and maintains basic knowledge of chemical, toxicological, and health data for hazardous organic and inorganic substances; evaluates and prepares both cancer and non-cancer risk assessments. Participates with others in providing technical advice and assistance in interpreting toxicological and health data (e.g., epidemiological) relative to individual chemicals and mixtures and their effects on health-related values. Provides input in the preparation of toxicological profiles of materials relative to site-specific hazardous waste regulatory actions.

Qualification Guidelines:

M.S. in Toxicology or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Top Risk Assessment Executive  
Job Code: 1600

Plans, organizes and manages the risk assessment program corporate-wide under executive management direction based on predetermined goals and objects. Responsible for developing and overseeing implementation of a comprehensive program to examine sources of programmatic or operational risk in terms of regulatory and operational criterion including training aspects of the program. Accountable for managing technical preparation of complex risk assessment examination involving multiple pathways, routes, and model systems. Responsible for recognizing, evaluating, recommending and implementing policies and procedures for ensuring the safety of employees. Reviews and incorporates health and safety standards promulgated by OSHA, EPA, DOT, DOE, DOD and other Federal, State and local agencies. Coordinates, and insures implementation of all new developments in modeling techniques and phenomenon in risk assessment into the corporate program. Responsible for making recommendations and technical presentations to executive management based on accepted safety and risk assessment methodology. Maintains and controls the financial budget related to the total risk assessment program. Responsible for developing and evaluating the personnel in the function. Manages the activities and provides leadership direction to the management personnel of the organization unit.

Qualification Guidelines:

Ph.D. in Physical or Biological Science or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 7 years of management responsibility. Certification preferred.
Second Level Risk Assessment Executive     Job Code:  1601

Plans, organizes and manages the risk assessment program of a major operating unit under senior management direction based on predetermined goals and objects. Responsible for developing and overseeing implementation of a comprehensive program to examine sources of programmatic or operational risk in terms of regulatory and operational criterion including training aspects of the program. Accountable for managing technical preparation of complex risk assessment examination involving multiple pathways, routes, and model systems. Responsible for recognizing, evaluating, recommending and implementing policies and procedures for ensuring the safety of employees. Reviews and incorporates health and safety standards promulgated by OSHA, EPA, DOT, DOE, DOD and other Federal, State and local agencies. Coordinates, and insures implementation of all new developments in modeling techniques and phenomenon in risk assessment into the operating unit’s program. Responsible for making recommendations and technical presentations to senior management based on accepted safety and risk assessment methodology. Maintains and controls the financial budget related to the risk assessment program in the operating unit. Responsible for developing and evaluating the personnel in the function. Manages the activities and provides leadership direction to the management personnel of the organization unit.

Qualification Guidelines:

Ph.D. in Physical or Biological Science or related fields and more than 7 years experience; or M.S. and more than 10 years experience; or B.S. and more than 15 years experience. Experience should include a minimum of 5 years of management responsibility. Certification preferred.
Manager, Risk Assessment

Plans, organizes and manages the risk assessment programs and projects at a facility or site under senior management direction. Responsible for developing and overseeing implementation of a comprehensive program to examine sources of programmatic or operational risk in terms of regulatory and operational criterion of the program. Accountable for managing technical preparation of complex risk assessment examination involving multiple pathways, routes, and model systems. Responsible for recognizing, evaluating, recommending and implementing policies and procedures for ensuring the safety of employees. Answerable for insuring all appropriate data is assembled, prepared and analyzed regarding exposure, toxicology, human risk assessment, information services, regulatory affairs and litigation support. Reviews and incorporates health and safety standards promulgated by OSHA, EPA, DOT, DOE, DOD and other Federal, State and local agencies. Responsible for making recommendations and technical presentations to senior management based on accepted safety and risk assessment methodology. Responsible for developing and evaluating the personnel in the function. Manages the activities and provides leadership direction to the professional, technical and support staff within the organization unit.

Qualification Guidelines:

Ph.D. in Physical or Biological Science or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
Senior Risk Analyst/Specialist IV

Job Code: 1604

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self initiated. Determines and pursues courses of action necessary to obtain desired results. Works on complex problems where analysis of data or situations requires an in-depth evaluation of various factors. Exercises technical discretion within broadly defined practices and policies in selecting methods, techniques and evaluation criterion for obtaining results. Assembles, prepares and analyzes data regarding exposure, toxicology, human risk assessment, regulatory affairs and litigation support. Prepares and implements statistical models of exposure for detailing human risk assessment in the work place. May serve as the internal expert by providing knowledge of physical, chemical, toxicological, and health data for hazardous organic and inorganic substances; evaluates and prepares both cancer and non cancer risk assessments. Provides extensive technical expert advice and assistance in interpreting transport, exposure, toxicological, or health data relative to individual chemicals and mixtures and their effects on health related values. Prepares technical reports based on the expert interpretation of analyzed data. Provides leadership to less experienced analyst and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Physical or Biological Science or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Risk Analyst/Specialist III

Works under very general direction. Exercises reasonable latitude in determining technical objectives of assignments. Work is reviewed upon completion for adequacy in meeting objectives. Works on problems of diverse scope and complexity where analysis of data requires evaluation of identifiable factors. Uses technical discretion within generally defined practices and policies in selecting methods and techniques for obtaining solutions. Assembles, prepares and analyzes data regarding exposure, toxicology, human risk assessment, regulatory affairs and litigation support. Prepares and implements statistical models of exposure for detailing human risk assessment in the workplace. May serve as the internal expert by providing knowledge of physical, chemical, toxicological, and health data for hazardous organic and inorganic substances; evaluates and prepares both cancer and non-cancer risk assessments. Provides extensive technical advice and operating assistance in interpreting transport, exposure, toxicological, or health data relative to individual chemicals and mixtures and their effects on health related values. May provide leadership to less experienced analyst and to technicians through work assignments, monitoring schedules and resolving problems. May also act as lead person or technical expert on small to medium projects.

Qualification Guidelines:

Ph.D. in Physical or Biological Science or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Risk Analyst/Specialist II  
Job Code: 1606

Works under general direction. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Uses technical discretion within well defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of somewhat diverse scope and complexity where analyses of data require evaluation of identifiable factors. Assembles, prepares and analyzes data regarding exposure, toxicology, human risk assessment, regulatory affairs and litigation support. Prepares and implements statistical models of exposure for detailing human risk assessment in the workplace. May serve as the internal source for information on physical, chemical, toxicological, and health data for hazardous organic and inorganic substances; evaluates and prepares both cancer and non cancer risk assessments. Provides extensive technical advice and operating assistance in interpreting fate and transport, exposure, toxicological, or health data relative to individual chemicals and mixtures and their effects on health related values. May provide technical direction to less experienced analyst and to technicians. May also act as lead person or technical advisor on small projects.

Qualification Guidelines:

Ph.D. in Physical or Biological Science or related fields up to 1 year of experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Risk Analyst/Specialist I  

Works under close supervision. Performs assigned tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following defined policies and procedures. Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained. Assembles, prepares and analyzes specific data regarding exposure, toxicology, human risk assessment, regulatory affairs and litigation support. Assist in preparing and implementing statistical models of exposure for detailing human risk assessment in the work place. Works with more senior analyst to provide information on physical, chemical, toxicological, and health related hazardous organic and inorganic substances. Assist in the evaluation of both cancer and non cancer risk assessments. May provide basic technical advice in interpreting fate and transport, exposure, toxicological, or health data relative to individual chemicals and mixtures and their effects on health related values. Provides input in the preparation of technical reports based on the interpretation of analyzed data.

Qualification Guidelines:

M.S. in Physical or Biological Science or related fields and up to 1 year of experience; or B.S. and up to 3 years experience.
Top Health Physics Executive

Job Code: 1700

Plans, directs and manages the radioactive waste management programs and procedures of the total corporation under executive management direction based on predetermined goals and objectives. Manages all activities associated with subcontracting of vendors for radiation equipment, waste handling and disposal services. Recommends, designs, implements, and evaluates radiation research, training and monitoring programs, inspection standards, safe-work methods, decontamination procedures, and radiological emergency procedures. Reviews and incorporates, as appropriate, government and industry radiation protection standards and requirements into the organization's programs to ensure ALARA. Ensures radiation levels are in compliance with permissible standards. Must keep fully informed on all existing and proposed Federal, State, local and industry changes in radiation protection regulations. Maintains and controls the financial budget related to Health Physics activities. Prepares required reports to management, industry and the NRC. Responsible for making recommendations and presentations to the executive management of the organization. Responsible for assuring an effective utilization of personnel and provides leadership direction to management personnel in the functional unit.

Qualification Guidelines:

Ph.D. in Health Physics or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 7 years of management responsibility. Certification preferred.
Second Level Health Physics Executive  

Job Code: 1701

Plans, directs and manages the radioactive waste management programs and procedures of an operating unit under senior management direction based on predetermined goals and objectives. Manages all activities associated with subcontracting of vendors for radiation equipment, waste handling and disposal services. Recommends, designs, implements, and evaluates radiation research, training and monitoring programs, inspection standards, safe-work methods, decontamination procedures, and radiological emergency procedures. Reviews and incorporates, as appropriate, government and industry radiation protection standards and requirements into the operating units programs to ensure ALARA. Ensures radiation levels are in compliance with permissible standards. Must keep fully informed on all existing and proposed Federal, State and industry changes in radiation protection regulations. Maintains and controls the financial budget related to Health Physics activities. Prepares required reports to management, industry and the NRC. Responsible for making recommendations and presentations to the senior management of the organization. Responsible for assuring an effective utilization of personnel and provides leadership direction to management personnel in the functional unit.

Qualification Guidelines:

Ph.D. in Health Physics or related fields and more than 7 years experience; or M.S. and more than 10 years experience; or B.S. and more than 15 years experience. Experience should include a minimum of 5 years of management responsibility. Certification preferred.
Manager, Health Physics  

Plans, directs and manages the radioactive waste management programs and procedures at a facility under senior management direction. Manages all activities associated with subcontracting of vendors for radiation equipment, radiation waste handling and disposal services. Recommends, designs, implements, and evaluates radiation research, training and monitoring programs, inspection standards, safe-work methods, decontamination procedures, and radiological emergency procedures. Reviews and incorporates government and industry radiation protection standards and requirements into the facility’s programs to ensure ALARA. Ensures radiation levels are in compliance with permissible standards. Must keep fully informed on all existing and proposed Federal, State and industry changes in radiation protection regulations. Prepares required reports to management, industry and the NRC. Responsible for making recommendations and presentations to the senior management of the organization. Develops and evaluates the personnel in the Health Physicist function at the facility. Manages the activities and provides leadership direction to the management, professional, technical and support personnel within the organization unit.

Qualification Guidelines:

Ph.D. in Health Physics or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
Supervisor, Health Physics  

Job Code:  1703

Works under consultative direction toward predetermined goals and objectives. Supervise personnel engaged in monitoring radiation levels in the environment and internal workplace to determine contamination levels. Provide guidance to personnel performing radiation surveys. Interprets survey data submitted by employees conducting investigation when excessive contamination levels are detected. Makes decision as to the most appropriate action to take for corrective measures to reduce contamination levels. Oversees the collection of data from personnel monitoring instruments and from recording radiation protection instruments for analysis and inclusion in regular reports to management. Insures all data are compiled and records retained regarding the calibration of personnel monitoring instruments. Keeps informed on new requirements imposed by Federal, State and local regulations. Primarily responsible for assuring effective utilization of technical personnel and responding promptly to the needs of organization unit. Interacts daily with subordinates and/or functional peer groups. Interaction frequently involves exchange or presentation of findings, conclusions and recommendations. Provide direct supervision to entry level exempt employees and/or skilled non exempt employees (i.e., technicians) assigning tasks related to the group. Serve as a member of the Emergency Radiation Safety Incident team.

Qualification Guidelines:

M.S. in Health Physics or related scientific fields and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Experience should include a minimum of 2 year of supervisory responsibility. Certification preferred.
Senior Health Physicist IV  

Job Code: 1704

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self initiated. Determines and pursues courses of action necessary to obtain desired results. Works on complex problems where analysis of data or situations requires an in-depth evaluation of various factors. Exercises technical discretion within broadly defined practices and policies in selecting methods, techniques and evaluation criterion for obtaining results. Responsible for testing and monitoring equipment and recording of personnel and plant area radiation exposure data. Develops, procures and modifies health physics equipment. Monitors and controls the organization's radiation protection standards in accordance with Federal, State and industry programs to ensure ALARA. Maintains professional knowledge of existing and proposed changes in radiation protection requirements. Provides expert knowledge of diverse radioactive materials and hazards. Makes recommendations and presentations to government, industry and management based on interpretations and principles of professional practices. Provides expert assistance and guidance on complex radiological control problems. Provides leadership to less experienced Physicist and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Health Physics or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Health Physicist III  
Job Code: 1705

Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Responsible for developing, implementing and evaluating research, training and monitoring programs to protect plant and laboratory personnel from radiation hazards. Recommends and develops policies and procedures to include: inspection standards, safe-work methods, decontamination procedures, radiological emergency procedures. Develops, procures and modifies health physics equipment. Participates in monitoring and controlling the organization's radiation protection standards in accordance with Federal, State and industry programs to ensure ALARA. Performs personnel and plant radiation exposure measurements, radiation equipment testing and radioactive materials and waste measurements. Maintains records and supporting data for required government, industry and management reports. Makes recommendations for changes in the work environment based on interpretations and principles of professional practices. Must keep current on existing and proposed changes in Federal, State and Industry radiation protection regulations. Provides technical assistance and guidance on comprehensive radiological control problems. May provide leadership to less experienced Physicist and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical expert on small to medium projects.

Qualification Guidelines:

Ph.D. in Health Physics or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Health Physicist II  

Job Code: 1706

Works under general direction. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Uses technical discretion within well defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of somewhat diverse scope and complexity where analyses of data require evaluation of identifiable factors. Responsible for developing, implementing and evaluating research, training and monitoring programs to protect plant and laboratory personnel from radiation hazards. Responsible for recommending and developing policies and procedures to include: inspection standards, safe-work methods, decontamination procedures, radiological emergency procedures. Responsible for the development, procurement and modification of health physics equipment. Participates in monitoring the organization's radiation protection standards in accordance with Federal, State and industry programs to ensure ALARA. Performs personnel and plant radiation exposure measurements, radiation equipment testing and radioactive materials and waste measurements. Evaluates and interprets current regulations and assists in compliance. Makes recommendations for changes in the work environment based on interpretations and principles of professional practices. Provides technical assistance and guidance on basic radiological control problems. May provide leadership to less experienced Physicist and to technicians. May act as lead person or technical advisor on small projects.

Qualification Guidelines:

Ph.D. in Health Physics or related fields and up to 1 year experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Health Physicist I  

Job Code:  1707

Works under close supervision. Performs assigned tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following the defined policies and procedures. Assists others in protecting plant and laboratory personnel from radiation hazards. Conducts research to assist in the development of policies and procedures to include: inspection standards, safe-work methods, decontamination procedures, radiological emergency procedures. Participates with others in monitoring the organization's radiation protection standards in accordance with Federal, State and industry programs to ensure ALARA. Performs personnel and plant radiation exposure measurements, radiation equipment testing and radioactive materials and waste measurements. Assists others in the development, procurement and modification of health physics equipment. Evaluates and interprets current regulations and assists in compliance. Develops familiarity with nuclear systems and equipment in order to provide basic technical assistance and guidance on radiological control problems.

Qualification Guidelines:

M.S. in Health Physics or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Health Physics Technician 3  
Job Code: 1708

Under general supervision participates in planning experiments related to measurements of radioactive materials. Monitors radiation levels in the environment and internal workplace to determine contamination levels using the appropriate instruments to make radioactive measurements. Performs radiation surveys collecting and processing samples of soil, water, vegetation, and other environmental media. Notifies supervisor when excessive contamination levels are detected and recommends necessary corrective measures to reduce contamination levels to acceptable levels. Repeats survey, either partially or completely, to determine effectiveness of any corrective measure taken to ensure compliance with allowable limits. Recommends appropriate personnel monitoring devices, protective equipment, and working time for operators and research employees working with sources of radiation. Collects data from personnel monitoring instruments and from recording radiation protection instruments for analysis and inclusion in summary reports. Compiles and retains records regarding the calibration of personnel monitoring instruments, i.e., pocket dosimeters, and other radiation instruments. Determines invalid functioning of processes and procedures and suggest probable corrective action. May assist in the training of less experienced technicians. May serve as a member of the Emergency Radiation Safety Incident team.

Qualification Guidelines:

B.S. in Health Physics or related scientific fields and a minimum of 1 year experience; Associate degree in a technical field directly related to the position and a minimum of 3 years progressive experience; or H.S. diploma with a minimum of 7 years progressive experience.
Health Physics Technician 2
Job Code: 1709

Under direct supervision participates in planning experiments related to measurements of radioactive materials. Monitors radiation levels in the environment and internal workplace to determine potential radiation hazards using the appropriate instruments to make radioactive measurements. Performs radiation surveys collecting and processing samples of soil, water, vegetation, and other environmental media. Notifies supervisor when excessive contamination levels are detected. Repeats survey, either partially or completely, to determine effectiveness of any corrective measure taken to ensure compliance with allowable limits. Recommends appropriate personnel monitoring devices, protective equipment, and working time for operators and research employees working with sources of radiation. Collects data from personnel monitoring instruments and from recording radiation protection instruments for analysis and inclusion in summary reports. Compiles and retains records regarding the calibration of personnel monitoring instruments, i.e., pocket dosimeters, and other radiation instruments. Determines invalid functioning of processes and procedures and suggest probable corrective action. May serve as a member of the Emergency Radiation Safety Incident team.

Qualification Guidelines:

Associate degree in a technical field directly related to the position and minimum of 2 years progressive experience; or H.S. diploma with a minimum of 5 years progressive experience.
Health Physics Technician 1  Job Code:  1710

Under immediate supervision performs assigned tasks from detailed instructions, established policies and procedures. Monitors radiation levels in the environment and internal workplace to determine potential radiation hazards using the appropriate instruments to make radioactive measurements. Performs radiation surveys collecting and processing samples of soil, water, vegetation, and other environmental media. Notifies supervisor when excessive contamination levels are detected. Repeats survey, either partially or completely, to determine effectiveness of any corrective measure taken to ensure compliance with allowable limits. May recommends appropriate personnel monitoring devices, protective equipment, and working time for operators and research employees working with sources of radiation. Collects data from personnel monitoring instruments and from recording radiation protection instruments for analysis and inclusion in summary reports. Compiles and retains records regarding the calibration of personnel monitoring instruments, i.e., pocket dosimeters, and other radiation instruments. Analysis of data are limited to comparison of routine readings with pre-determined standards, and reporting those which exceed operational levels. May serve as a member of the Emergency Radiation Safety Incident team.

Qualification Guidelines:

Associate degree in a technical field directly related to the position and minimum of 1 year progressive experience; or H.S. diploma with a minimum of 3 years progressive experience.
Top Safety Executive  
Job Code:  

Plans, directs and manages the safety programs and policies for the total organization under executive management direction based on predetermined goals and objectives. Directs all activities associated with subcontracting of vendors for services and equipment. Develops and incorporates, as appropriate, safety and health standards originated by OSHA. Must keep fully informed on all existing and proposed changes in OSHA regulations, protective equipment requirements and permit requirements. Directs audits of safety programs throughout the corporation and identifies and controls significant loss producing exposures. Directs the investigation of serious accidents. Evaluates performances of program activities and provides summary report to corporate management. Develops and implements record keeping and investigation procedures for occupational injuries and illness. Develops and conducts emergency preparedness and safety training programs. Maintains and controls the financial budget related to occupational safety activities. Responsible for making recommendations and presentations to senior executives based on accepted scientific methodology. Responsible for assuring an effective utilization of personnel and provides leadership direction to management personnel in the safety function.

Qualification Guidelines:

Ph.D. in Safety Engineering or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 7 years of management responsibility. Certification preferred.
Second Level Safety Executive

Plans, directs and manages the safety programs and policies within an organization unit under senior management direction based on predetermined goals and objectives. Manages all activities associated with subcontracting of vendors for services and equipment. Reviews and incorporates, as appropriate, safety and health standards originated by OSHA. Must keep fully informed on all existing and proposed changes in OSHA regulations, protective equipment requirements and permit requirements. Conducts audits of safety programs at the division and identifies and controls significant loss producing exposures. Conducts investigations of serious accidents. Evaluates performances of program activities and provides summary report to division and corporate management. Develops and implements record keeping and investigation procedures for occupational injuries and illness. Develops and conducts emergency preparedness and safety training programs. Maintains and controls the financial budget related to occupational safety activities. Responsible for making recommendations and presentations to senior management based on accepted safety methodology. Plans, develops and evaluates personnel within the scope of the jobs responsibility. Manages activities and provides leadership direction to management personnel of the unit.

Qualification Guidelines:

Ph.D. in Safety Engineering or related fields and more than 7 years experience; or M.S. and more than 10 years experience; or B.S. and more than 15 years experience. Experience should include a minimum of 5 years of management responsibility. Certification preferred.
Manager, Safety  
Job Code: 1802

Plans, directs and manages the safety programs and policies within an operating facility under senior management direction. Manages all activities associated with subcontracting of vendors for services and equipment. Reviews and incorporates, as appropriate, safety and health standards originated by OSHA. Must keep fully informed on all existing and proposed changes in OSHA regulations, protective equipment requirements and permit requirements. Conducts audits of safety programs at the facility and identifies and controls significant loss producing exposures. Conducts investigations of all accidents at the facility and sites. Evaluates performances of program activities and provides summary report to division management. Develops and implements record keeping and investigation procedures for occupational injuries and illness. Develops and conducts emergency preparedness and safety training programs. Responsible for making recommendations and presentations to senior management based on accepted safety methodology. Develops and evaluates personnel within the scope of the jobs responsibility. Manages activities and provides leadership direction to management, professional, technical and support personnel of the unit.

Qualification Guidelines:

Ph.D. in Safety Engineering or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
**Supervisor, Safety**

Under general direction supervises personnel engaged in industrial safety functions to maintain a safe and healthy work environment within OSHA guidelines. Provides technical leadership and functional guidance to operating unit personnel to assure prevention of accidents and elimination of safety hazards within the work area. Directs the inspection and survey of facilities and sites to identify unsafe working conditions. Investigates industrial accidents to find ways to eliminate any unsafe conditions. Promotes employee awareness of safety through publications, posters and training seminars. Ensures that safety requirements are included in the design, construction, installation, operation and maintenance of facility systems and the applicable training and procedures are given operating personnel. Maintains working knowledge of current and proposed Federal, State and local standards and regulations and recommends actions in anticipation of potential impacts on operations. Provides advice, instructions, requirements and reports on matters pertaining to employee and facility safety to operating management.

**Qualification Guidelines:**

M.S. in Safety Engineering or related fields and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Experience should include a minimum of 2 years of supervisory responsibility. Certification preferred.
Senior Safety Engineer/Specialist IV  
Job Code: 1804

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action necessary to obtain desired results. Work is checked through consultation and agreement, rather than by formal review of superior. Develops, implements and evaluates programs and procedures to assure personnel and facility safety. Program areas include: electrical, explosive, high pressure, construction and robotics safety. Monitors and controls the organization's safety standards in accordance with OSHA and State regulations. Maintains professional knowledge of protective equipment and existing and proposed changes in Federal and State safety regulations. Develops and implements programs and record keeping systems to track and evaluate personnel injury and illness experience. Conducts trend analysis, audits, accident investigations and site inspections of operational procedures, facility design, equipment and materials. Analyzes data and advises appropriate recommendations to prevent new or recurring accidents. Develops and conducts employee training, emergency preparedness and quality assurance programs. Responsible for evaluating and approving material and equipment requisition, new and modified processes and non-routine work. Provides leadership to less experienced engineers and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Safety Engineering or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Safety Engineer/Specialist III  
Job Code: 1805

Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Develops, implements and evaluates programs and procedures to assure personnel and facility safety. Program areas include: electrical, explosive, high pressure, construction and robotics safety. Participates in monitoring and controlling the organization's safety standards in accordance with OSHA and State regulations. Maintains comprehensive knowledge of protective equipment and existing and proposed changes in Federal and State industrial safety regulations. Develops and implements programs and record keeping systems to track and evaluate personnel injury and illness experience. Conducts trend analysis, audits, accident investigations and site inspections of operational procedures, facility design, equipment and materials. Analyzes data in compliance with current regulations and makes appropriate recommendations to prevent new or recurring accidents. Develops and conducts employee training, emergency preparedness and quality assurance programs. Evaluates and approves material and equipment requisition, new and modified processes and non-routine work. Provides leadership to less experienced engineers and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical expert on small to medium projects.

Qualification Guidelines:

Ph.D. in Safety Engineering or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Safety Engineer/Specialist II

Job Code: 1806

Works under general direction. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Uses technical discretion within well defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of somewhat diverse scope and complexity where analyses of data require evaluation of identifiable factors. Develops, implements and evaluates programs and procedures to assure personnel and facility safety. Program areas include: electrical, explosive, high pressure, construction and robotics safety. Participates in monitoring and controlling the organization's safety standards in accordance with OSHA and State regulations. Develops and implements programs and record keeping systems to track and evaluate personnel injury and illness experience. Conducts trend analysis, audits, accident investigations and site inspections of operational procedures, facility design, equipment and materials. Analyzes data in compliance with current regulations and makes appropriate recommendations to prevent new or recurring accidents. Develops and conducts employee training, emergency preparedness and quality assurance programs. Evaluates and approves material and equipment requisition, new and modified processes and non-routine work. May provide leadership to less experienced engineers and to technicians. May act as lead person or technical advisor on small projects.

Qualification Guidelines:

Ph.D. in Safety Engineering or related fields and up to 1 year experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Safety Engineer/Specialist I

Works under close supervision. Performs assigned tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following the defined policies and procedures. Assists others in developing, implementing and evaluating programs and procedures to assure personnel and facility safety. Program areas include: electrical, explosive, high pressure, construction and robotics safety. Participates with others in monitoring and controlling the organization's safety standards in accordance with OSHA and State regulations. Provides input for the development and implementation of programs and record keeping systems to track and evaluate personnel injury and illness experience. Conducts basic trend analysis, audits, accident investigations and site inspections of operational procedures, facility design, equipment and materials. Assists others in developing and conducting employee training, emergency preparedness and quality assurance programs.

Qualification Guidelines:

M.S. in Safety Engineering or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Safety Technician 3

Job Code: 1808

Under general supervision performs assigned tasks from detailed instructions, established policies and procedures. Assists others in implementing and monitoring industrial safety programs to ensure personnel and facility safety. Participates with senior safety personnel in monitoring and controlling the organization's safety standards in accordance with OSHA and State codes and regulations. Evaluates new equipment and materials for safety. Monitors employee exposure to chemicals and other toxic substances. Assists in performing surveys and inspections to ensure compliance with the organization's policies, procedures, regulations and standards related to employee safety. Assists with testing and servicing safety equipment and systems, and conducting drills. May assist with calibrating, testing and maintaining monitoring sampling and analytical equipment and instruments related to safety programs. Documents non-compliance or hazardous conditions found and the remedial action taken. Maintains storage areas, consumable supply inventories, and personnel protection equipment. Responds to emergency situations involving hazardous materials, radiation, or fire and smoke incidents in the facility. Must keep abreast of changes in all OSHA and State safety codes and regulations.

Qualification Guidelines:

B.S. in Occupational Safety or related fields and a minimum of 1 years experience; or Associate degree in a technical field directly related to the position and minimum of 3 years progressive experience; or H.S. diploma with a minimum of 7 years progressive experience.
Safety Technician 2  

Under direct supervision performs assigned tasks from detailed instructions, established policies and procedures. Assists others in implementing and monitoring industrial safety programs to ensure personnel and facility safety. Participates with senior safety personnel in monitoring and controlling the organization's safety standards in accordance with OSHA and State codes and regulations. Participates in evaluating new equipment and materials for safety. Monitors employee exposure to chemicals and other toxic substances. Assists others in performing surveys and inspections to ensure compliance with the organization's policies, procedures, regulations and standards related to employee safety. Assists with testing and servicing safety equipment and systems. May assist with maintaining monitoring sampling and analytical equipment and instruments related to safety programs. Documents non-compliance or hazardous conditions found and the remedial action taken. May maintain storage areas, consumable supply inventories, and personnel protection equipment. Responds to emergency situations involving hazardous materials, radiation, or fire and smoke incidents in the facility. Must keep abreast of changes in all OSHA and State safety codes and regulations.

Qualification Guidelines:

Associate degree in a technical field directly related to the position and a minimum of 2 years progressive experience; or H.S. diploma with minimum of 5 years progressive experience.
Safety Technician 1  Job Code:  1810

Under immediate supervision performs assigned tasks from detailed instructions, established policies and procedures. Assists others in implementing and monitoring industrial safety programs to ensure personnel and facility safety. Participates with senior safety personnel in monitoring and controlling the organization's safety standards in accordance with OSHA and State codes and regulations. Participates in evaluating new equipment and materials for safety. Assists with monitoring employee exposure to chemicals and other toxic substances. Assists others in performing surveys and inspections to ensure compliance with the organization's policies, procedures, regulations and standards related to employee safety. Assists with testing and servicing safety equipment and systems. Reports non-compliance or hazardous conditions found and suggest remedial action to be taken. May maintain storage areas, consumable supply inventories, and personnel protection equipment. Along with more senior personnel responds to emergency situations involving hazardous materials, radiation, or fire and smoke incidents in the facility.

Qualification Guidelines:

Associate degree in a technical field directly related to the position and a minimum of 1 year progressive experience; or H.S. diploma with a minimum of 3 years progressive experience.
**Top Air Quality Executive**

Plans and directs the air quality services function for the total corporation under executive management direction based on predetermined goals and objectives. Directs all activities associated with air quality compliance strategies. Accountable for the implementation of policies, procedures and systems relating to air quality to maintain and enhance environmental performance of the organization. Ensures that the corporation is in compliance with all applicable ordinances and regulations. Directs division senior managers regarding the organization's policies and procedures for ensuring air quality. Negotiates with regulatory agencies concerning terms of cleanup agreements. On new construction projects, works with contractors and consultants; evaluates alternatives approaches, takes action to correct problems or to ensure air quality compliance. Assists senior management in interpreting and applying technical regulatory requirements at operating divisions. Develops cost control measures for air quality compliance. Designs strategic approach for dealing with specific compliance projects throughout the organization. Maintains advance information on new developments in regulatory changes in air quality standards, environmental health and safety requirements and incorporates this information into strategic and tactical business planning. Provides leadership direction to management personnel in the air quality function.

**Qualification Guidelines:**

Ph.D. in Air Quality Engineering or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 7 years of management responsibility. Certification preferred.
Manager, Air Quality

Job Code: 1902

Plans and directs the air quality services function within a facility under senior management direction. Accountable for developing and implementing the policies, procedures and systems relating to the air quality compliance program. Ensures that the operating facility is in compliance with all government agencies ordinances and regulations. Communicates with senior management regarding the policies and procedures for ensuring air quality standards. Participates in negotiations with regulatory agencies concerning terms and conditions of cleanup agreements. Works with major contractors and consultants on new construction projects and modification to existing facilities to evaluate alternative approaches for correcting problems and to ensure air quality compliance. Responsible for identifying potential environmental problem areas which require continued priority attention in order to prevent situations from reoccurring which could adversely impact the operating unit. Prepares and presents regulatory compliance reports to senior management that fairly and objectively details the situation and necessary remedial action. Responsible for developing and evaluating the personnel in the air quality function. Provides leadership and direction to management, professional and technical personnel within the organization unit.

Qualification Guidelines:

Ph.D. in Air Quality Engineering or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
Senior Air Quality Engineer IV  
Job Code: 1904

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Work is checked through consultation and agreement. Works with multi-discipline teams dedicated to ensuring that radiation or other air pollutants to workers are “As Low As Reasonably Achievable” (ALARA) through various controls and procedures in accordance with all regulations. Participates with others in on-site worker dose projections for both routine and accident situations. Responsible for design reviews for new construction or modification of existing facilities for workplace air monitoring techniques. Analyzes existing facilities and performs air pollution source sampling and/or ambient air quality sampling including; air pollutants for compliance with ANSI standards and all Federal, State, and local regulations. Directs field efforts toward standardization and upgrading air sampling systems that are not in compliance with existing regulations. Participates in various research and development activities and problem solving related to work-place air sampling systems. Anticipates facility problem areas requiring work breathing zone air sampling. Performs quality assurance and control reviews of all aspects of work breathing zone air sampling. Required to be familiar with all regulations as applicable to work. Provides leadership to less experienced engineers and to technicians. May act as lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Air Quality Engineering or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Air Quality Engineer III  

Works under general direction. Follows established procedures. Work is reviewed for soundness of technical judgment and overall adequacy. May work with multi-discipline teams dedicated to ensuring that radiation or other air toxic sources to workers are “As Low As Reasonably Achievable” (ALARA) through various controls and procedures in accordance with all applicable regulations. Participates with others in on-site worker dose projections for both routine and accident situations. Assists in design reviews for new facility construction or modification of existing facilities for workplace air monitoring techniques. Participates in the analyses of existing facilities and performs air pollution source sampling and/or ambient air quality sampling including air pollutants for compliance with ANSI standards and all Federal, State, and local regulations. Participates in field efforts toward standardization and upgrading air sampling systems that are not in compliance with existing orders and regulations. Assists in various research and development activities and problem solving related to workplace air sampling systems. Participates in performing quality assurance and control reviews of all aspects of workplace air sampling. Must keep abreast of existing and proposed regulations as applicable to workplace air monitoring requirements. Provides leadership to less experienced engineers and to technicians. May act as lead person or technical expert on small to medium projects.

Qualification Guidelines:

Ph.D. in Air Quality Engineering or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Air Quality Engineer II  

Works under general direction. Follows established procedures. Work is reviewed for soundness of technical judgment and overall adequacy. May work with multi-discipline teams dedicated to ensuring that radiation or other air toxic sources to workers are “As Low As Reasonably Achievable” (ALARA) through various controls and procedures in accordance with all applicable regulations. Participates with others in on-site worker dose projections for both routine and accident situations. Assists in design reviews for new facility construction or modification of existing facilities for workplace air monitoring techniques. Participates in the analyses of existing facilities and performs air pollution source sampling and/or ambient air quality sampling including air pollutants for compliance with ANSI standards and all Federal, State, and local regulations. Participates in field efforts toward standardization and upgrading air sampling systems that are not in compliance with existing orders and regulations. Assists in various research and development activities and problem solving related to workplace air sampling systems. Participates in performing quality assurance and control reviews of all aspects of work breathing zone air sampling. Must keep abreast of existing and proposed regulations as applicable to workplace air monitoring requirements. May provide leadership to less experienced engineers and to technicians. May act as lead person or technical advisor on small projects.

**Qualification Guidelines:**

Ph.D. in Air Quality Engineering or related fields and up to 1 year of experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Air Quality Engineer I

Works under close supervision. Performs assigned tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following the defined policies and procedures. Assists others in ensuring that radiation or other air toxic sources to workers are “As Low As Reasonably Achievable” (ALARA) through various controls and procedures in accordance with all applicable regulations. Assists others in on-site worker dose projections for both routine and accident situations. Assists in design reviews for modification of existing facilities for workplace air monitoring techniques. Assists others in the analyses of existing facilities and performs air pollution source sampling and/or ambient air quality sampling including air pollutants for compliance with ANSI standards and all Federal, State, and local regulations. Assists others in field efforts toward standardization and upgrading air sampling systems that are not in compliance with existing orders and regulations. Assists others in performing quality assurance and control reviews of all aspects of work breathing zone air sampling. Reviews existing and proposed regulations to broaden technical knowledge.

Qualification Guidelines:

M.S. in Air Quality Engineering or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Top Environmental Protection Executive  
Job Code:  2000

Plans, organizes and manages the environmental engineering programs corporate-wide under executive management direction based on predetermined goals and objects. Responsible for establishing, developing and implementing the policies, procedures and systems relating to the corporation’s environmental pollution compliance program. Ensures that the organization is in compliance with all government agencies ordinances and regulations. Obtains advanced information on new developments in regulatory changes in environmental health and safety requirements and incorporates this data into the organization’s strategic and tactical business planning. Designs tactical plans for dealing with specific compliance projects throughout the organization. Communicates with operating line management regarding the policies and procedures for ensuring environmental standards. Reviews planned expansion, modifications or closures of facilities which affect environmental discharges, emissions, and hazardous materials. Responsible for the financial strategy, and the operating and capital equipment budget for the organization's environmental engineering programs. Responsible for optimizing the effective utilization of personnel and responding promptly to the needs of the organization. Provides leadership direction to the management of the organization unit.

Qualification Guidelines:

Ph.D. in Environmental Engineering or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 7 years of management responsibility. Certification preferred.
Second Level Environmental Protection Executive  

Plans, organizes and manages the environmental engineering programs at a major operating unit of the corporation under senior management direction based on predetermined goals and objectives. Responsible for developing and implementing the policies, procedures and systems at the operating unit relating to the corporation’s environmental pollution compliance programs. Ensures that the operating unit is in compliance with all government agencies ordinances and regulations. Keeps informed on new developments in regulatory changes in environmental health and safety requirements and incorporates this data into the tactical business planning. Designs tactical plans for dealing with specific compliance projects throughout the division. Communicates with operating line management regarding the policies and procedures for ensuring environmental standards. Reviews planned expansion, modifications or closures of facilities which affect environmental discharges, emissions, and hazardous materials. Manages the development of new technology for controlling environmental pollution. Responsible for the financial planning, and the operating and capital equipment budget for the organization's environmental engineering program. Responsible for optimizing the effective utilization of personnel and responding promptly to the needs of the operating unit. Provides leadership direction to management personnel in the environmental protection function.

**Qualification Guidelines:**

Ph.D. in Environmental Engineering or related fields and more than 7 years experience; or M.S. and more than 10 years experience; or B.S. and more than 15 years experience. Experience should include a minimum of 5 years of management responsibility. Certification preferred.
Manager, Environmental Protection  
Job Code:  2002

Plans and directs the environmental engineering function within a facility under senior management direction. Accountable for developing and implementing the policies, procedures and systems relating to the environmental pollution compliance program. Ensures that the operating facility is in compliance with all government agencies ordinances and regulations. Communicates with senior management regarding the policies and procedures for ensuring environmental standards. Responsible for directing the installation, operation and maintenance of environmental and emission monitoring instruments and testing equipment necessary to determine air, land or water pollution levels. Maintains expert knowledge of all existing and proposed changes in Federal, State and Local environmental and occupational health regulations. Responsible for interpreting data, observations and current regulations. Assesses environmental risk and develops required regulatory documentation. Performs hazardous waste site inspections and recommends appropriate action to senior management in compliance with regulations. Responsible for requisition of and use of protective equipment. May review planned expansion, modifications or closures of facilities which affect environmental discharges, emissions, and hazardous materials. Provides leadership and direction to management, professional and technical personnel of the organization unit.

Qualification Guidelines:

Ph.D. in Environmental Engineering or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
Senior Environmental Protection Engineer IV  
Job Code: 2004

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action necessary to obtain desired results. Work is checked through consultation and agreement, rather than by formal review of superior. Responsible for installing, operating and maintaining environmental and emission monitoring instruments and testing equipment necessary to determine air, land or water pollution levels. Maintains expert knowledge of all existing and proposed changes in Federal, State and Local environmental and occupational health regulations including RCRA, HSWA, CERCLA, NEPA, SARA, Clean Air and Water Acts. Responsible for interpreting data, observations and current regulations. Assesses environmental risk and develops required regulatory documentation. Performs hazardous waste site inspections and recommends appropriate action to management in compliance with regulations. Develops, maintains and uses protective equipment. Performs tests or experiments requiring the use of unconventional procedures and current line of instrumentation. May review planned expansion, modifications or closures of facilities which affect environmental discharges, emissions, and hazardous materials. Provides leadership to less experienced engineers and to technicians. May act as lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Environmental Engineering or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Environmental Protection Engineer III  
Job Code:  2005

Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Responsible for installing, operating and maintaining environmental and emission monitoring instruments and testing equipment necessary to determine air, land or water pollution levels. Maintains a comprehensive knowledge of all existing and proposed changes in Federal, State and Local environmental legislation and regulations including RCRA, HSWA, CERCLA, NEPA, SARA, Clean Air and Water Acts. Assesses environmental risk and assists in developing regulatory documentation of results. Performs hazardous waste site inspections and recommends appropriate action to management in compliance with regulations. Prepares, maintains and uses protective equipment. May perform tests or experiments requiring the use of unconventional procedures and current line of instrumentation. May review planned expansion, modifications or closures of facilities which affect environmental discharges, emissions, and hazardous materials. Provides leadership to less experienced engineers and to technicians. May act as lead person or technical expert on small to medium projects.

Qualification Guidelines:

Ph.D. in Environmental Engineering or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Environmental Protection Engineer II   Job Code:  2006

Works under general direction. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Uses technical discretion within well defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of somewhat diverse scope and complexity where analyses of data require evaluation of identifiable factors. Responsible for installing, operating and maintaining environmental and emission monitoring instruments and testing equipment necessary to determine air, land or water pollution levels. Maintains a good working knowledge of Federal, State and Local environmental and occupational health legislation and regulations including RCRA, HSWA, CERCLA, NEPA, SARA, Clean Air and Water Acts. Assesses environmental risk and assists in developing regulatory documentation of results. Performs hazardous waste site inspections and recommends appropriate action to management in compliance with regulations. Maintains and uses protective equipment. May provide leadership to less experienced engineers and to technicians. May act as lead person or technical advisor on small projects.

Qualification Guidelines:

Ph.D. in Environmental Engineering or related fields and up to 1 year of experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Environmental Protection Engineer I

Works under close supervision. Performs assigned tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following the defined policies and procedures. Assists others in installing, operating and maintaining environmental and emission monitoring instruments and testing equipment necessary to determine air, land, or water pollution levels. Develops and maintains basic knowledge of Federal, State and Local environmental and occupational health legislation and regulations including RCRA, HSWA, CERCLA, NEPA, SARA, Clean Air and Water Acts. Assesses environmental risk and assists in developing required regulatory documentation. Participates with others in performing hazardous waste site inspections, and provides input in recommending appropriate action. Maintains and uses protective equipment.

Qualification Guidelines:

M.S. in Environmental Engineering or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Manager, Fire Protection Engineering  
Job Code: 2102

Plans, organizes and manages the fire protection engineering function within a major facility of the corporation. Responsible for directing all activities associated with fire protection engineering, including the development and implementation of a comprehensive program to ensure effective monitoring of the facilities activities to assess fire protection and life safety implications. Responsible for the review of all building construction designs, fire protection oversight and audit programs, fire loss control methodologies, fire safety inspection reports, property damage investigation reports and fire prevention training activities. Develops short and long range plans to maintain the highest standards of fire protection. Maintains state-of-the-art knowledge in areas of responsibility through contacts with industry peers and involvement with fire protection engineering associations. Develops new policies and procedures to incorporate fire protection standards promulgated by NFPA, OSHA, EPA, DOE, DOD and other Federal, State and local agencies. Guides the establishment of monitoring and control procedures. Directs all investigation and analysis of all facets of any major fire within the organization to determine the origin, cause, and what, if any breakdown in the fire protection plans and procedures may have occurred. Develops remedial plans for approval by senior management. Provides leadership direction to supervisory and professional staff in the functional unit.

Qualification Guidelines:

Ph.D. in Fire Protection Engineering or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
Supervisor, Fire Protection Engineering

Under general direction supervises personnel engaged in fire protection engineering activities within a facility of the organization. Work is reviewed upon completion for adequacy in meeting objectives. Provides technical leadership and administrative guidance to personnel to assure effective monitoring of the facilities activities to assess fire protection and life safety implications. Develops short-term plans to maintain the highest standards of fire protection. Schedules project work and personnel assignments to meet the completion dates and sets priority of work assignments. Supervises and coordinates development of fire protection projects. Evaluates progress and results and institutes changes in procedures and objectives as needed. Directs the establishment of monitoring and control procedures. Oversees investigation and analyses of all facets of any fire within the organization to determine the origin, cause, and what, if any breakdown in the fire protection plans and procedures may have occurred. Prepares remedial plans and procedures for approval by management. Determines and implements training for subordinates. Maintains current knowledge of building and fire protection codes and regulations to assure the organization's compliance. Provides direct supervision to entry level exempt employees and/or skilled non-exempt employees assigned to the work unit.

Qualification Guidelines:

M.S. in Fire Protection Engineering or related fields and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Experience should include a minimum of 2 years of supervisory responsibility. Certification preferred.
Senior Fire Protection Engineer IV  
Job Code:  2104

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Responsible for developing and implementing fire protection programs and procedures in an attempt to eliminate personnel injury and/or property damage due to fire and explosion. Implement programs and procedures to ensure employee and facility safety is in accordance with all OSHA, NFPA and Life Safety Code requirements. Maintain current knowledge of all building and fire protection codes and regulations to assure compliance. Monitors new construction and facility fire safety. Designs, inspects, tests and maintains fire protection systems and equipment to ensure that in an emergency they operate and perform to standards. Analyzes all facets of any fire to determine the origin, cause, and what, if any, breakdown in the fire protection plans and procedures may have occurred. Drafts remedial plans and procedures for approval by fire protection management. Organizes, trains and provides leadership to a facility fire brigade. Develops and maintains emergency procedures and personnel accountability systems. Performs audits and fire investigations and provides fire fighter and first aid/CPR training. Reviews and approves material and equipment requisitions, new and modified processes and non-routine work. Provides technical leadership to less experience engineers and to technicians. May act as lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Fire Protection Engineering or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Fire Protection Engineer III  
Job Code: 2105

Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Participates in developing and implementing fire protection programs and procedures in an attempt to eliminate personnel injury and/or property damage due to fire and explosion. Implements programs and procedures to ensure employee and facility safety is in accordance with all OSHA, NFPA and Life Safety Code requirements. Maintains current knowledge of building and fire protection codes and regulations to assure compliance. Surveys facilities to determine potential fire hazards and recommends corrective action. Reviews the more complex documents required for new construction or modification of existing facilities to determine appropriate fire prevention. Inspects, tests and maintains fire protection systems and equipment to ensure that in an emergency they operate and perform to standards. Participates in the investigation of all facets of any fire to determine the origin, cause, and what, if any, breakdown in the fire protection plans and procedures may have occurred. Prepares reports and maintains records on fire investigations. Drafts remedial plans and procedures. Conducts fire fighter and first aid/CPR training. Provides technical leadership to less experience engineers and to technicians. May act as lead person or technical expert on small to medium projects.

Qualification Guidelines:

Ph.D. in Fire Protection Engineering or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Fire Protection Engineer II

Works under general direction. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Uses technical discretion within well defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of somewhat diverse scope and complexity where analyses of data require evaluation of identifiable factors. Assists others in developing and implementing fire protection programs and procedures in an attempt to eliminate personnel injury and/or property damage due to fire and explosion. Participates in the implementation of programs and procedures to ensure employee and facility safety is in accordance with all OSHA, NFPA and Life Safety Code requirements. Maintains good working knowledge of building and fire protection codes and regulations to assure compliance. Surveys specific facilities to determine potential fire hazards and recommends corrective action. Reviews modestly complex documents required for new construction or modification of existing facilities to determine appropriate fire prevention. Participates with others in inspecting, testing and maintaining fire protection systems and equipment to ensure that in an emergency they operate and perform to standards. Assists in the investigation of any fire to determine the origin, cause, and what, if any, breakdown in the fire protection plans and procedures may have occurred. Maintains records and prepares reports on fire investigations. Participates in fire fighter and first aid/CPR training. Provides technical leadership to less experience Engineers and to technicians. May act as lead person or technical advisor on small projects.

Qualification Guidelines:

Ph.D. in Fire Protection Engineering or related fields and up to 1 year experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Fire Protection Engineer I

Works under close supervision. Performs assigned tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following the defined policies and procedures. Assists others in implementing fire protection programs and procedures in an attempt to eliminate personnel injury and/or property damage due to fire and explosion. Works with others in the implementation of programs and procedures to ensure employee and facility safety is in accordance with all OSHA, NFPA and Life Safety Code requirements. Maintains basic working knowledge of building and fire protection codes and regulations to assure compliance. Helps in surveys of specific facilities which are conducted to determine potential fire hazards. Provides support in the review of less complex documents required for new construction or modification of existing facilities to determine appropriate fire prevention. Collaborates with others in inspecting, testing and maintaining fire protection systems and equipment to ensure that in an emergency they operate and perform to standards. Assists in the investigation of any fire to determine the origin, cause, and what, if any, breakdown in the fire protection plans and procedures may have occurred. Prepares records and reports on fire investigations. Assists in the preparation and maintenance of emergency procedures. Assists in fire fighting and first aid/CPR training.

Qualification Guidelines:

M.S. in Fire Protection Engineering or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Plan, organizes and supervises, fire suppression, emergency medical services and hazardous materials emergency response activities under consultative direction toward predetermined goals and objectives. Develops and implements policies and procedures to ensure an effective fire suppression, fire prevention, emergency response and rescue operations program. Responsible for supervising all fire suppression activities at fire sites. Directs the department’s fire protection training for in-service fire department personnel and employees of off-site fire departments. Supervises fire inspection programs and assures that appropriate documentation is provided. Ensures that all regulations are observed in accordance with NFPA, OSHA, EPA, DOE, DOD and other Federal, State and local agencies. Reviews all construction projects and building specifications to assure that fire protection concerns are addressed and incorporated. Investigates fire incidents to determine cause and implements procedures to reduce potential of recurrence of similar incidents. Responsible for the obtaining the necessary fire fighting and emergency response equipment, supplies and apparatus to maintain an effective emergency unit. Assures that all personnel are informed and knowledgeable of Fire Codes. Functions as the Incident Commander at most emergencies. Provides leadership direction to supervisory and technical personnel in the fire department.

Qualification Guidelines:

B.S. in Fire Science or related fields and more than 5 years experience; or Associate degree in Fire Science or related fields and more than 7 years experience, including a least 4 years of fire ground command; H.S. diploma or a certification in fire prevention or fire suppression and 10 years experience. NFPA and EMT special skills certification preferred.
Battalion Chief, Fire and Emergency Response Services  
Job Code: 2122

Works under consultative direction. Exercises reasonable discretion in determining work assignments, setting priorities and coordinating the activities of personnel in the Fire Department on an assigned shift. Supervises shift personnel and directs activities associated with the department’s objectives. Prepares schedules and assigns fire fighters and conducts follow-up reviews to assure compliance with work directives and proper fire protection and emergency response procedures. Supervises activities at fires employing all fire suppression necessary. Investigates fire incidents to determine cause and suggest procedures to reduce potential of recurrence of similar incidents. Supervises the emergency response unit for medical services or hazardous spills and specialized rescue operations such as; high angle technical rescues, confined space rescues and subsurface rescues in accordance with NFPA, Federal, State and local standards. Ensures that all rescue equipment is appropriately tested and serviced. Conducts fire prevention inspections and assures that appropriate documentation is provided. Reports on periodic inspections and recommends placement of fire fighting equipment at strategic locations. Maintains cognizance of and compliance with applicable environmental, health and safety directives. May act as the Incident Commander at emergencies. Provides leadership direction and training to fire fighter and emergency response personnel during the assigned shift.

Qualification Guidelines:

Associate degree in Fire Science or related fields and more than 5 years fire fighting experience; or H.S. diploma and certification in fire prevention or fire suppression and 7 years fire fighting experience including a least 3 years supervisory responsibility. NFPA and EMT special skills certification preferred.
Fire Fighter/Emergency Response Specialist 3  

Works under general supervision. Performing assigned fire fighting and emergency response services in accordance with established protocols and standard procedures. Follows standard practices as part of the Fire and Emergency Response Services team. Participates as a member of the emergency response unit in providing fire suppression and prevention services, medical services, hazardous spill response and specialized rescue operations in accordance with NFPA, Federal, State and local standards. Conducts regular inspections of plant and equipment to detect potential fire and safety hazards and reports such conditions so that corrective action can be taken. Inspects fire extinguisher and fire systems (sprinklers, fire hydrants, water control systems). Assists in investigations of all alarms and fires to determine causes. Conducts fire protection educational programs and in-plant training in use of fire fighting equipment. Participates in compiling, verifying and correlating data related to emergency response issues. Assists with testing and servicing emergency rescue equipment. Assists in evaluating and issuing confined space permits and hot permits for construction personnel. Operates and maintains emergency response vehicles (i.e., fire trucks, ambulances, etc.).

Qualification Guidelines:

Associate degree in Fire Science or related fields and more than 5 years fire fighting experience; or H.S. diploma and more than 7 years fire fighting experience. NFPA certification (level III) or equivalent and Emergency Medical Training (EMT) special skills certification.
Fire Fighter/Emergency Response Specialist 2

Works under direct supervision. Performing assigned fire fighting and emergency response services in accordance with established protocols and standard procedures. Follows standard practices as part of the Fire and Emergency Response Services team. Participates as a member of the emergency response unit in providing fire suppression and prevention services, medical services, hazardous spill response and specialized rescue operations such as high angle technical rescues, confined space rescues and subsurface rescues in accordance with NFPA, Federal, State and local standards. Conducts regular inspections of plant and equipment including fire extinguisher and fire systems (sprinklers, fire hydrants, water control systems). Participates in compiling, verifying and correlating data related to emergency response issues. Assists with testing and servicing emergency rescue equipment. Assists in evaluating and issuing confined space permits and hot permits for construction personnel. Operates and maintains emergency response vehicles (i.e., fire trucks, ambulances, etc.).

Qualification Guidelines:

Associate degree in Fire Science or related fields and 1 to 3 years fire fighting experience; or H.S. diploma and 3 to 5 years fire fighting experience. NFPA certification (level III) or equivalent and Emergency Medical Training (EMT) special skills certification.
Fire Fighter/Emergency Response Specialist 1  

Works under close supervision. Performing assigned fire fighting and emergency response services tasks from detailed instructions and established procedures. Follows standard practices as part of the Fire and Emergency Response Services team. Participates as a member of the emergency response unit in providing fire suppression and prevention services, medical services, hazardous spill response and specialized rescue operations such as high angle technical rescues, confined space rescues and subsurface rescues in accordance with NFPA, Federal, State and local standards. Conducts monthly inspections of fire extinguisher and fire systems (sprinklers, fire hydrants, water control systems). Assists in compiling, verifying and correlating data related to emergency response issues. Assists with testing and servicing emergency rescue equipment. Assists in evaluating and issuing confined space permits and hot permits for construction personnel. Operates and maintains emergency response vehicles (i.e., fire trucks, ambulances, etc.).

**Qualification Guidelines:**

Associate degree in Fire Science or related fields and less than 3 years fire fighting experience; or H.S. diploma and more than 5 years fire fighting experience. NFPA certification (level III) or equivalent and Emergency Medical Training (EMT) special skills certification.
Fire Prevention Inspector  

Job Code: 2135

Works under general direction. Works independently on assignments where considerable discretion and initiative are required in resolving problems and making recommendations. May determine methods and procedures on assignments. Under minimum direction identifies and evaluates fire safety hazards by regularly performing in depth inspections throughout the organization’s facilities. Identifies fire safety deficiencies that could result in injury, property damage, fire or explosion. Surveys fire protection systems and conducts fire system disablement and testing. Determines proper fire extinguisher distribution and placement throughout each facility. Identifies fire safety deficiencies that could result in injury, property damage, fire or explosion. Communicates to the Fire Department transient hazards which may hinder fire fighting and emergency equipment or threaten fire fighter safety. Maintains an awareness of appropriate Federal, State and local regulatory compliance requirements. Inspects construction sites on frequent intervals for fire safety hazards. Works with building managers and safety coordinators to develop building or facility specific inspection programs. Attends pre-construction meetings to stress fire safety concerns and to maintain cognizance of planned activities. May assist in investigation of fires and nuisance alarms. Keeps current on best techniques for handling and storing toxic chemicals, combustible materials and flammable liquids.

Qualification Guidelines:

B.S. in Fire Science or related fields and 1 year experience; or Associate degree in Fire Science or related fields and a minimum of 3 years experience of fire inspection/code enforcement.
Top Hazardous Materials Management Executive  

Job Code: 2200

Plans, organizes and manages the hazardous material management programs corporate-wide under executive management direction based on predetermined goals and objects. Responsible for establishing, developing and implementing the policies, procedures and systems relating to the corporation’s hazardous materials storage, packaging and transportation programs. Ensures that the corporation is in compliance with all government agencies ordinances and regulations. Prepares reports to executive management on audits, investigations and evaluations of hazardous materials. Responsible for ensuring packaging and shipment of all hazardous and radioactive waste are in accordance with all motor carrier safety compliance regulations. Monitors new developments in regulatory changes in hazardous materials management requirements and incorporates this data into the organization’s strategic and tactical business planning. Communicates with operating line management regarding the policies and procedures for ensuring hazardous materials management standards are maintained. Responsible for the financial strategy, and the operating and capital equipment budget for the organization’s environmental engineering programs. Responsible for optimizing the effective utilization of personnel and responding promptly to the needs of the organization. Provides leadership direction to the management of the organization unit.

Qualification Guidelines:

Ph.D. in Environmental Science or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 7 years of management responsibility. Certification preferred.
Plans and directs the hazardous materials management, packaging, and transportation function within an organization unit under senior management direction based on predetermined goals and objectives. Manages all functions involved with subcontracting of vendors for services and equipment for hazardous materials management. Directs all activities associated with the development and implementation of policies, procedures and systems relating to the hazardous materials storage, packaging and transportation compliance program. Directs all activities to assure readiness of the organizations emergency response program. Conducts audits of hazardous materials handling at the division and identifies and controls significant loss producing exposures. Prepares reports to senior management on investigations and evaluations of hazardous materials. Responsible for ensuring packaging and shipment of all hazardous and radioactive waste are in accordance with all Federal, State and local motor carrier safety and drug free work place compliance regulations. Administers waste minimization programs, provides training, and develops and maintains quality assurance programs. Maintains an in-depth knowledge of Federal, State and local hazardous waste standards and regulations such as DOE, EPA, DOT, NRC, RCRA, and HSWA programs. Develops training programs for site personnel involved in waste management work and assists in establishing operation standards.

Qualification Guidelines:

Ph.D. in Environmental Science or related fields and more than 7 years experience; or M.S. and more than 10 years experience; or B.S. and more than 15 years experience. Experience should include a minimum of 5 years of management responsibility. Certification preferred.
Manager, Hazardous Materials Management

Plans and directs the hazardous materials management, packaging, and transportation function within a facility under senior management direction. Accountable for developing and implementing the policies, procedures and systems relating to the hazardous materials storage, packaging and transportation compliance program. Accountable for the safe, efficient storage, packaging, and transportation of all forms of hazardous materials (including radioactive) and hazardous waste to off-site locations. Directs activities to assure readiness of the organizations emergency response program. Conducts investigations to assure waste management facilities are operated in strict compliance with operating permits. Prepares reports to management on investigations and evaluations of hazardous materials. Evaluates hazardous waste transportation, treatment and disposal vendors for acceptability. Responsible for ensuring packaging and shipment of all hazardous and radioactive waste are in accordance with all Federal, State and local motor carrier safety and drug free work place compliance regulations. Administers waste minimization programs, provides training, and develops and maintains quality assurance programs. Maintains an in-depth knowledge of Federal, State and local hazardous waste standards and regulations such as: EPA, DOE, DOT, NRC, RCRA, and HSWA programs. Provides leadership direction to management, professional, and technical personnel in the functional unit.

Qualification Guidelines:

Ph.D. in Environmental Science or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
Supervisor, Hazardous Materials  

Job Code:  2203

Works under consultative direction toward predetermined goals and objectives. Supervise employees engaged in processing, storing and securing hazardous materials to achieve the optimal control or reduction of hazards and exposures which are detrimental to people and/or property. Accountable for the safe, efficient abatement, packaging, storage and transportation of all forms of hazardous materials and waste (including hazardous substances, radioactive waste and infectious waste) to on or off-site locations and/or disposal. Oversees processing and security of hazardous materials, waste and radioactive waste including: receiving, logging, labeling, segregating, classifying, and packaging. Participates in investigations to assure waste management facilities are operated in strict compliance with operating permits and security standards. Prepares reports to management on investigations and evaluations of hazardous materials. Responsible for ensuring packaging and shipment of all hazardous and radioactive waste are in accordance with all Federal, State and local motor carrier safety and drug free workplace compliance regulations. Participates in evaluating hazardous waste transportation, treatment and disposal vendors for acceptability. Maintains up-to-date knowledge of Federal, State and local hazardous waste standards and regulations. Administers waste minimization programs, provides training, and develops and maintains quality assurance programs. Provides direct supervision to entry level exempt employees and/or skilled non-exempt employees (i.e., technicians).

Qualification Guidelines:

M.S. in Environmental Science or related fields and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Experience should include a minimum of 2 years of supervisory responsibility. Certification preferred.
Senior Hazardous Materials Specialist IV   
Job Code: 2204

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action necessary to obtain desired results. Work is checked through consultation and agreement, rather than by formal review of superior. Responsible for developing, implementing, and maintaining programs and procedures regarding the treatment, storage, packaging, transport and disposal of all forms of hazardous materials. Conducts investigations to assure waste management facilities are operated in strict compliance with operating permits. Prepares reports to management on investigations and evaluations of hazardous materials. Evaluates hazardous materials packaging, storage, transportation, treatment and disposal vendors for acceptability. Assures packaging and shipment of all hazardous and radioactive waste are in accordance with all Federal, State and local regulatory agencies. Administers hazardous materials minimization programs, provides training, and develops and maintains quality assurance programs. Maintains an in-depth knowledge of Federal, State and local hazardous materials standards and regulations such as EPA, DOE, DOD, DOT, NRC, RCRA, and HSWA, programs. Develops training programs for site personnel involved in hazardous materials management work. Provides leadership to less experienced specialist and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person on medium to large projects.

Qualification Guidelines:

Ph.D. in Environmental Science or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Hazardous Materials Specialist III  
Job Code: 2205

Works under very general supervision. Independently determines and develops technical objectives of assignments. Work is reviewed upon completion for accuracy in meeting objectives. Responsible for developing, implementing, and maintaining programs and procedures regarding the packaging, treatment, storage, transport and disposal of hazardous materials. Conducts investigations to assure waste materials management facilities are operated in strict compliance with operating permits. Prepares reports to management on investigations and evaluations of hazardous waste materials. Evaluates hazardous materials packaging, transportation, treatment and disposal vendors for acceptability. Assures packaging and shipment of all hazardous and radioactive materials are in accordance with all Federal, State, and local regulations. Administers hazardous materials minimization programs, provides training, and develops and maintains quality assurance programs. Maintains an in-depth knowledge of Federal, State and local hazardous materials standards and regulations such as EPA, DOE, DOD, DOT, NRC, RCRA, and HSWA programs. May develops training programs for site personnel involved in hazardous materials management work. Provides leadership to less experienced specialist and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person on small to medium size projects.

Qualification Guidelines:

Ph.D. in Environmental Science or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Hazardous Materials Specialist II  
Job Code: 2206

Works under general direction. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Uses technical discretion within well defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of somewhat diverse scope and complexity where analyses of data require evaluation of identifiable factors. Develop programs and procedures regarding the treatment, storage, packaging, transport and disposal of hazardous materials. Assists others in conducting investigations to assure hazardous materials management facilities are operated in strict compliance with operating permits. Participates in preparing reports to management on investigations and evaluations of hazardous materials. Assists in the evaluation of hazardous materials packaging, transportation, treatment and disposal vendors for acceptability. Assures packaging and shipment of all hazardous and radioactive waste are in accordance with all regulations. Participates in the administration of hazardous materials minimization programs, provides training, and develops and maintains quality assurance programs. Maintains a good working knowledge of Federal, State and local hazardous materials standards and regulations such as DOE, DOT, EPA, NRC, RCRA, and HSWA, programs. Participates in the development of training programs for site personnel involved in hazardous materials management. May provide technical direction to less experienced specialist and to technicians. May also act as lead person or technical advisor on small projects.

Qualification Guidelines:

Ph.D. in Environmental Science or related fields and up to 1 year of experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Hazardous Materials Specialist I  
Job Code: 2207

Works under close supervision. Work is reviewed for soundness of technical judgment and overall adequacy. Assists in developing, implementing, and maintaining programs and procedures regarding the treatment, storage, packaging, transport and disposal of hazardous materials. Assists in conducting investigations to assure hazardous materials management facilities are operated in strict compliance with operating permits. Participates in the evaluation of hazardous materials packaging, transportation, treatment and disposal vendors for acceptability. Assures packaging and shipment of all hazardous and radioactive waste are in accordance with all regulations. Assists in administering hazardous materials minimization programs, provides training, and develops and maintains quality assurance programs. Maintains general knowledge of Federal, State and local hazardous materials standards and regulations such as; DOE, DOD, DOT, EPA, NRC, RCRA, and HSWA, programs. Assists others in developing training programs for site personnel involved in hazardous materials management work. Provides input in the presentation of technical reports based on interpretation of observed data and research analysis.

Qualification Guidelines:

M.S. in Environmental Science or related fields and up to 1 year experience; or B.S. and 1 to 3 years experience.
Hazardous Materials Technician 3

Under general supervision performs assigned tasks from detailed instructions, established policies and procedures. Performs non-routine and, occasionally, labor tasks related to on and off-site treatment, storage, packaging, transport and/or disposal of hazardous materials. Maintains inventory and storage of hazardous materials (including radioactive and potentially radioactive substances). Processes hazardous materials which includes receiving, logging, labeling, segregating, classifying, and packaging. Independently performs radiation measurements and maintains security of material and waste in storage areas and processing sites. Independently performs routine swipes and exposure surveys of hazardous material storage and processing sites and documents results. Assists hazardous material specialist and health physics in a wide variety of duties including surveys, calibration of instruments, and material inventory. Assists in inspections to ensure compliance with the organization’s policies, procedures, regulations and standards related to hazardous sites. Responds to emergency situations involving hazardous materials incidents at a specific site. Assists with testing and servicing equipment and systems. Must keep abreast of changes in all OSHA and State safety codes and regulations. Operates trucks, pumps, vacuum equipment, oil boom, generators, etc.

Qualification Guidelines:

B.S. in Environmental Science/Engineering or related fields and a minimum of 1 years experience; or Associate degree in a technical field directly related to the position and minimum of 3 years progressive experience; or H.S. diploma with a minimum of 7 years progressive experience.
Under direct supervision performs assigned tasks from detailed instructions, established policies and procedures. Performs non-routine and, occasionally, heavy labor tasks related to on and off-site treatment, storage, packaging, transport and/or disposal of hazardous materials. Assist in maintaining inventory and storage of hazardous materials (including radioactive and potentially radioactive substances). Participates in processing hazardous materials which includes receiving, logging, labeling, segregating, classifying, and packaging. Assist in performing radiation measurements and maintaining security of material and waste in storage areas and processing sites. Performs routine swipes and exposure surveys of hazardous material storage and processing sites and documents results. Assists hazardous material specialist and health physics in a wide variety of duties including surveys, calibration of instruments, and material inventory. Assists in inspections to ensure compliance with the organization’s policies, procedures, regulations and standards related to hazardous sites. Responds to emergency situations involving hazardous materials incidents at a specific site. Assists with testing and servicing equipment and systems. Must be aware of changes in all OSHA and State safety codes and regulations. Operates trucks, pumps, vacuum equipment, oil boom, generators, etc. May be required to operate tractors and other heavy machinery after training.

**Qualification Guidelines:**

Associate degree in a technical field directly related to the position and a minimum of 2 years progressive experience; or H.S. diploma with minimum of 5 years progressive experience.
Hazardous Materials Technician 1

Under immediate supervision performs assigned tasks from detailed instructions, established policies and procedures. Performs routine and, frequent, heavy labor tasks related to on and off-site treatment, storage, packaging, transport and/or disposal of hazardous materials. May assist in maintaining inventory and storage of hazardous materials (including radioactive and potentially radioactive substances). Participates in processing hazardous materials which includes receiving, logging, labeling, segregating, classifying, and packaging. Assist in performing radiation measurements and maintaining security of material and waste in storage areas and processing sites. May participate in routine swipes and exposure surveys of hazardous material storage and processing sites and documents results. Assists hazardous material specialist and health physics in a wide variety of duties including surveys, calibration of instruments, and material inventory. Assists in inspections to ensure compliance with the organization’s policies, procedures, regulations and standards related to hazardous sites. Responds to emergency situations involving hazardous materials incidents at a specific site. Assists with testing and servicing equipment and systems. Operates trucks, pumps, vacuum equipment, oil boom, generators, etc. Required to operate tractors and other heavy machinery after training.

Qualification Guidelines:

Associate degree in a technical field directly related to the position and a minimum of 1 year progressive experience; or H.S. diploma with a minimum of 3 years progressive experience.
Supervisor, Workers’ Compensation
Job Code: 2303

Under general direction, supervises and coordinates personnel in the preparation and administration of workers' compensation claims and negotiation of cases for both hourly and salaried employees for the total organization. Coordinates the processing of claim payment after meeting proper authorization and approvals. Provides policy, procedure and instruction and guidance, as needed. Coordinates negotiation for all workers' compensation cases pending litigation; over-sees preparation of timely and accurate records and documentation for all cases, required by Federal and State authority. Supervises the preparation and submission of claims forms and statistics required by government agencies to ensure compliance with the State workers' compensation act. Consults with Occupation Physician or Medical Director regarding medical-related information associated with cases, requiring legal action. Coordinates and maintains contact with outside support agencies which provide services to claimants and the organization; monitors services and recommends changes, as needed. Coordinates placement of medically disqualified employees to new positions inside or outside the organization. Conducts surveys and reviews publications concerning recent developments for compliance. Provides direct supervision to entry level exempt employees and/or skilled non-exempt employees assigned to the work unit.

Qualification Guidelines:

M.A. in Business Administration or related fields and 3 to 5 years experience; B.A. and 5 to 7 years experience; or Associate Arts degree in related fields and more than 7 years experience. Experience should include a minimum of 3 years of supervisory responsibility.
Workers’ Compensation Analyst  

Under general supervision performs assigned tasks from detailed instructions, established policies and procedures. Processes workers’ compensation claims after they have met specific criterion. Analyzes all available information associated with the employee’s case and obtains additional information as needed. Follows specific guidelines for processing the claims in accordance with the State workers’ compensation program for payment of benefits. Prepares claim forms and statistical data for submission to the government agencies to insure compliance with the State workers’ compensation act. Requests information, as needed, from the employee’s doctor and from the company’s medical staff or outside medical group regarding medical related facts associated with each case. Communicates with outside support agencies which provide medical services to claimants and the organization. Assists the supervisor of the unit in placement of medically disqualified employees to new positions inside or outside the organization. Participates with the supervisor in assembling the appropriate medical information and facts regarding the claim for cases pending litigation; prepares timely and accurate records and documentation for each case, required by State authorities. Performs related work associated with workers’ compensation claims processing and payment of benefits.

Qualification Guidelines:

B.A in Business Administration or related field and a minimum of 1 year experience; or an Associate degree in a field directly related to the work and a minimum of 3 years experience; or H.S. diploma with a minimum of 5 years progressive experience.
Manager, Training – Environmental, Health and Safety    Job Code:  2402

Plans and manages the organization’s environmental health and safety training programs under senior management direction. Conducts needs analyses and designs and institutes EH&S training and development programs to implement the organization’s policies. Directs the planning and development of "classroom type" technical training programs for all levels of employees designed to promote knowledge of and compliance with environmental health and safety issues and requirements. Programs will include support of such training activities and classroom instruction as: new employee safety, employee certification/recertification, CPR, first aid hazardous materials communication, driver's safety and other programs as needed. Responsible for monitoring all regulatory requirements and for coordinating programs of instruction in EH&S for management, supervisory, professional, technical and production employees. Coordinates with and ensures a uniform level of EH&S training among all operating units of the organization. Appraises design specifications and provides technical assistance to senior management in support of developing acceptable training courses relating to temporary construction and permanent physical facilities and equipment. Evaluates effectiveness of training and development programs. Oversees the purchase of all EH&S training modules and interfaces with outside vendors and contractors. Prepares the training budget and monitors costs against plan. Provides leadership direction to supervisory and professional personnel of the unit.

Qualification Guidelines:

Ph.D. in Education, Business or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
Senior Training Specialist – Environmental, Health and Safety IV  Job Code: 2404

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Determines need for, designs, and implements the EH&S training and scheduling to support the safe and efficient operation of all units within the organization. Plans, develops and conducts "classroom type" technical training programs designed for all levels of employees to promote knowledge of and compliance with environmental health and safety issues and requirements. Determines regulatory requirements and coordinates programs of instruction in environmental health, safety and related fields to management, supervisory, professional, technical and production employees. Establishes and maintains training records for all employees showing required and completed training and schedules various employee classifications in order to maintain current certifications. Develops and presents various certification programs for employees as required by EH&S regulations. Evaluates effectiveness of training and development programs. Provides internal consulting services to the operating units to design and develop their training programs. Serves as a formal reviewer of training documents to ensure their accuracy and completeness. Interfaces with industry and environmental groups and regulatory agencies to keep current on the changes developing in the regulations and legislation. Requires knowledge and experience with the training requirements of OSHA and other Federal and State regulatory programs such as the DOE Training Accreditation Program (TAP). Maintains expert knowledge of the various training media and the latest development in the field. Provides leadership to less experienced professional trainers and to technicians. May act as lead person or technical expert on major training and development projects.

Qualification Guidelines:

Ph.D. in Education, Business or related fields or and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Training Specialist – Environmental, Health and Safety III

Job Code:   2405

Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Plans, develops and conducts "classroom type" technical training programs designed for all levels of employees to promote knowledge of and compliance with environmental health and safety issues and requirements. Coordinates programs of instruction in environmental health, safety and related fields to management, supervisory, professional, technical and production employees. Establishes and maintains training records for all employees showing required and completed training and schedules various employee classifications in order to maintain current certifications. Develops and presents various certification programs for employees as required by EH&S regulations. Evaluates effectiveness of training and development programs. Provides internal consulting services to the operating units to design and develop their training programs. May interface with industry and environmental groups and regulatory agencies to keep current on the changes developing in the regulations and legislation. Requires knowledge and experience with the training requirements of OSHA and other Federal and State regulatory programs such as the DOE Training Accreditation Program (TAP). Maintains extensive knowledge of the various training media and the latest development in the field. Provides leadership to less experienced professional trainers and to technicians. May act as lead person or technical expert on some training and development projects.

Qualification Guidelines:

Ph.D. in Education, Business or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Works under general supervision. Work is reviewed for soundness of technical judgment and overall adequacy. Plans, and conducts "classroom type" technical training programs designed for supervisory, professional, technical and production employees to promote knowledge of and compliance with environmental health and safety issues and requirements. Coordinates programs of instruction in environmental health, safety and related fields. Performs specialized training on EH&S topics for environmental sciences, engineering, safety and employees in related disciplines. Establishes and maintains training records for all employees showing required and completed training and schedules various employee classifications in order to maintain current certifications. Presents various certification programs for employees as required by EH&S regulations. Assess the effectiveness of training and development programs. Requires knowledge and experience with the training requirements of OSHA and other Federal and State regulatory programs such as the DOE Training Accreditation Program (TAP). Provides internal consulting services to the operating units to develop their training programs. Maintains knowledge of the various training media and the latest development in the field.

Qualification Guidelines:

Ph.D. in Education, Business or related fields and up to 1 year professional teaching or training experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Training Specialist – Environmental, Health and Safety I  Job Code: 2407

Works under close supervision. Performs assigned tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following the defined policies and procedures. Conducts "classroom type" technical training programs designed for professional, technical and production employees to promote knowledge of and compliance with environmental health and safety issues and requirements. Coordinates programs of instruction in environmental health, safety and related fields. Assists with specialized training on EH&S topics for environmental sciences, engineering, safety and employees in related disciplines. May maintain training records for employees showing required and completed training and schedules various employee classifications in order to maintain current certifications. Assists others in presenting various certification programs for employees as required by EH&S regulations. Requires basic knowledge and experience with the training requirements of OSHA and other Federal and State regulatory programs such as the DOE Training Accreditation Program (TAP). Provides internal advisory services to the operating units to develop their training programs.

Qualification Guidelines:

M.S. in Education, Business or related fields and up to 1 year experience; or B.S. and 1 to 3 years experience.
Top Medical Director

Plans, directs, and manages the Occupational Medicine Program for the total corporation under executive management direction based on predetermined goals and objectives. Provides ultimate medical expertise in all areas of occupational medicine. Recognizes, evaluates, interprets, recommends, and implements policies and procedures for all components of the occupational medicine, including; medical surveillance and certification, workers' compensation, health promotion, emergency response, employee assistance, and medical epidemiology. Reviews and incorporates, as appropriate, health and medical surveillance standards as promulgated by OSHA, DOE, DOD, and other Federal, State and local regulatory agencies. Provides medical expertise and input to company-wide programs of multi-disciplinary nature. Participates in health and environmental issues at the policy-making level and communicates on an ongoing basis with senior management to insure program effectiveness. Maintains and controls a financial budget related to occupational medicine activities. Develops and directs the personnel within the occupational medicine function of the organization. Provides leadership direction to management and professional personnel of the organizational unit.

Qualification Guidelines:

M.D. specializing in Occupational Health with more than 7 years of experience which should include a minimum of 3 years of management responsibility. Board certification in Occupational Medicine preferred.
Second Level Medical Director

Plans, directs, and manages the Occupational Medicine Program for an operating unit (i.e., division, group, sector, etc.) under senior management direction based on predetermined goals and objectives. Provides ultimate medical expertise in all areas of occupational medicine at the division or group level. Recognizes, evaluates, interprets, recommends, and implements policies and procedures for all components of the occupational medicine, including: medical surveillance and certification, workers' compensation, health promotion, emergency response, employee assistance, and medical epidemiology. Reviews and incorporates, as appropriate, health and medical surveillance standards as promulgated by OSHA, DOE, and other Federal, State and local regulatory agencies. Provides medical expertise and input to division-wide programs of multi-disciplinary nature. Participates in health and environmental issues at the division level and communicates on an ongoing basis with senior management to insure program effectiveness.
Maintains and controls a financial budget related to occupational medicine activities. Develops and directs the personnel within the occupational medicine function of the organization unit. Provides leadership and direction to management and professional personnel of the organizational unit.

Qualification Guidelines:

M.D. specializing in Occupational Health with more than 5 years of experience which should include a minimum of 2 years of management responsibility. Board certification in Occupational Medicine preferred.
Senior Occupational Health Nurse IV - Senior Physician Assistant IV  

Job Code: 2504

Works under consultative direction with the Occupational Physician toward pre-determined goals and objectives. Assignments are usually self-initiated. Provides medical expertise in occupational health, epidemiology, and related disciplines in conjunction with the organization's medical program. Monitors and analyzes programs of medical surveillance and provides or supervises on-site medical testing. Reviews, analyzes and interprets test results of individuals and groups. Prepares final summary reports with conclusions and recommendations. Conducts pre-employment physical examinations, periodic check-ups, treatment of work-connected illnesses, and medical and surgical care in industrial accident or disease cases. Works to maintain optimum levels of health, reduce absenteeism, reduce medical disabilities, and contain medical costs. Recommends medical and health policies and preventative measures of eliminating or minimizing industrial injuries and diseases. Evaluates workers' compensation cases and provides medical consultation on temporary and permanent disability cases. Participates in the formulation and administration of the organization's health care programs. May collaborate on related matters such as safety programs, industrial hygiene and health promotion programs. May act as the lead nurse and provide leadership direction and technical counsel to less experience members of the nursing staff. May provide employee health services to one or more operating facilities in the organization.

Qualification Guidelines:

M.S. in Nursing and 5 to 7 years experience and a licensed registered nurse; or B.S. and 7 to 10 years experience and a licensed registered nurse. May be a graduate of an accredited Physician Assistant program and licensed Physician Assistant and NCCPA and/or COHN certified.
Occupational Health Nurse III - Physician Assistant III  
Job Code: 2505

Under the general direction of an Occupational Physician, applies nursing principles directed toward conserving the health of workers and maintaining a safe and healthful environment in the occupational setting. Directs the activities of an operating unit's dispensary or infirmary. Works to maintain optimum levels of health, reduce absenteeism, reduce medical disabilities, and contain medical costs. Carries out proper treatment for acute or serious injury (e.g., injections, suture removal, dressing changes, etc.), or illness (e.g., heart attacks, seizures, fractures, concussions, etc.) and determines and arranges proper disposition of employees as to hospital, physician, home or return to work. Determines real and potential health problems and hazards at the workplace through methods including work-site surveys and analysis of OSHA logs and accident reports. Conducts assigned project tasks to include: evaluating occupational injuries and illness, coordinating medical care, performing medical surveillance and examinations, counseling and educating employees, organizing and maintaining medical records, and reviewing test results. Assists in the formulation and administration of company health programs. May act as the lead nurse and provides leadership direction and technical advice to less experience members of the nursing staff.

Qualifications Guidelines:

M.S. in Nursing and 3 to 5 years experience and a licensed registered nurse; or B.S. and 5 to 7 years experience and a licensed registered nurse. May be a graduate of an accredited Physician Assistant program and a licensed Physician Assistant and NCCPA and/or COHN certified.
Under limited supervision applies nursing principles directed toward conserving the health of workers and maintaining a safe and healthful environment in the occupational setting. Works to maintain optimum levels of health, reduce absenteeism, reduce medical disabilities, and contain medical costs. Carries out proper treatment for acute or serious injury (e.g., injections, suture removal, dressing changes, etc.) or illness (e.g., heart attacks, seizures, fractures, concussions, etc.) and determines and arranges proper disposition of employees as to hospital, physician, home or return to work. Determines real and potential health problems and hazards at the workplace through methods including work-site surveys and analysis of OSHA logs and accident reports. Conducts assigned project tasks to include: evaluating occupational injuries and illness, coordinating medical care, performing medical surveillance and examinations, counseling and educating employees, organizing and maintaining medical records, and reviewing test results. Assists in the formulation and administration of the organization's overall health programs.

Qualifications Guidelines:

M.S. in Nursing and 1 to 3 years experience and a licensed registered nurse; or B.S. and 3 to 5 years experience and a licensed registered nurse. May be a graduate of an accredited Physician Assistant program and a licensed Physician Assistant and NCCPA and/or COHN certified.
Under close supervision applies nursing principles directed toward conserving the health of workers and maintaining a safe and healthful environment in the occupational setting. Works to maintain optimum levels of health, reduce absenteeism, reduce medical disabilities, and contain medical costs. Assists in proper treatment for minor injury or illness and assists in determining and arranging proper disposition of employees as to hospital, physician, home or return to work. Participates in determining real and potential health problems and hazards at the workplace through methods including work-site surveys and analysis of OSHA logs and accident reports. Under supervision, conducts assigned project tasks to include: evaluating occupational injuries and illness, assisting in coordinating medical care, performing medical surveillance and examinations, counseling and educating employees, organizing and maintaining medical records, and reviewing test results. Assists in the formulation and administration of organization's overall health programs.

Qualifications Guidelines:

M.S. in Nursing or related fields and up to 1 year experience; or B.S. and up to 3 years experience. Licensed registered nurse and Certified Occupational Health Nurse (COHN) preferred.
Occupational Physician

Provides medical expertise in occupational health, epidemiology, and related disciplines in conjunction with the organization's medical program. Develops, monitors and analyzes programs of medical surveillance and provides or supervises on-site medical testing. Reviews, analyzes and interprets test results for individuals and groups. Prepares final summary reports with conclusions and recommendations. Conducts pre-employment physical examinations, periodic check-ups, treatment of work-connected illnesses, and medical and surgical care in industrial accident or disease cases. Recommends medical and health policies and preventative measures for eliminating or minimizing industrial injuries and diseases. Evaluates Workers' Compensation claims and provides medical consultation on third party liability claims to include temporary and permanent disability cases. May collaborate on related matters such as safety programs, industrial hygiene and hazardous material management. May monitor executive health programs and may provide employee health services to one or more operating units of the organization.

Qualifications Guidelines:

M.D. specializing in Occupational Health and completion of an internship/residency in Occupational Medicine and a minimum of 2 years experience. Board Certification in occupational health preferred.
Occational Psychologist  Job Code:  2525

Responsible for conducting periodic, pre-work assignment, post-illness or injury psychological evaluations. Consults occupational physicians and management personnel regarding employee psychological problems, mental health problems and trauma associated with environmental health and safety factors. Provides psychological education services, references and programs to employees. Provides rehabilitation services for special employee problems such as drug abuse, alcohol abuse, etc.

Qualification Guidelines:

Ph.D. in Psychology and 5 years doctoral experience in clinical counseling or industrial psychology including therapeutic and diagnostic techniques with adults. State license to practice required.
Administrator, Health and Fitness

Plans and oversees the administrative activities of the company’s Health and Fitness Center under consultative direction. Determines need for, designs, and implements the preventive and rehabilitative exercise and health education programs for employees and retirees including executive fitness and cardiac rehabilitation. Administers the on-site activities of the Health and Fitness Center by evaluating, analyzing, and monitoring opportunities for program growth and expansion. Conducts physiological testing and other clinical and diagnostic procedures to determine employee health status. Monitors participants’ cardiovascular and metabolic response to exercise. Conducts multiphase health screening tests using specialized medical equipment. Analyzes data obtained from the tests and uses the results to convince and motivate the participant to take action and make lifestyle changes that will improve their health. Assists the company physician with maximum exercise tolerance testing (ETT). Oversees the operation of supporting computer systems, such as the cardiology system and physiological access management system. Collaborates with community educational institutions or health agencies to ensure the success of company-sponsored programs and research projects. Prepares and monitors the capital equipment and expense budget. Administers the aerobic exercise program by selecting instructors, scheduling classes and evaluating instructor teaching methods. Provides leadership direction and counsel to members of the health and fitness staff.

Qualification Guidelines:

M.S. in Exercise Physiology, Exercise Science, or Nursing and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Experience should include 2 years supervisory responsibility and program administration. BLS and/or ACLS training preferred.
Health and Fitness Specialist

Job Code: 2536

Works under very general direction. Exercises reasonable latitude in determining technical objectives of assignments. Work is reviewed upon completion for adequacy in meeting objectives. Provides preventive and rehabilitative exercise and health education programs for employees and retirees. Provides assessments, consultations and ongoing monitoring of the Health and Fitness Center participants’ health status. Functions as a team member to analyze physiological data, interpret findings, and determine exercise prescriptions. Responsible for educating, encouraging, and influencing participants’ compliance with prescribed exercise and lifestyle changes necessary for better health and fitness. Collaborates with colleagues to determine the most advantageous fitness program for each participant. Provides participants with orientation to the objectives and principles of health and fitness, safe exercise protocols and basic exercise prescriptions based on standard guidelines. Provide ongoing consultation and case management follow-up by monitoring participants’ response to exercise and modifying exercise prescription based on the progress. Promotes health by using nutritional analysis techniques and evaluates participant’s dietary habits. Counsels individuals on results and recommends dietary changes to correct nutritional deficiencies and provide exercise guidelines to effect change in body composition. Plan, develop and provide health education classes and presentations. Teaches classes, such as, smoking cessation. Ensure safe exercise programs by maintaining proficiency in the application of first aid, BLS and/or ACLS.

Qualification Guidelines:

M.S. in Exercise Physiology, Exercise Science, or nursing and 1 to 3 years experience; or B.S. and 3 to 5 years experience. BLS and/or ACLS training preferred.
Employee Assistance Program Specialist

Works under very general direction. Exercises reasonable latitude in determining technical objectives of assignments. Work is reviewed upon completion for adequacy in meeting objectives. Assists in developing criteria, program goals, objectives and indicators of progress. Assists, counsels and/or refers employees and their dependents who are experiencing problems with substance abuse, alcohol addiction, marital, or financial issues, and identifies factors which contribute to these issues. Analyzes and evaluates contributing factors and advises the employee on how to cope with and eventually resolve their personal problems. Maintains strict confidentiality of all employee information. Consults on all levels of employees to interpret and implement policies on matters requiring corrective action where the use of alcohol, drugs or other problems may have been identified and are affecting an employee's work performance. Provides continuous assessment of the individual's progress toward the goals and objectives and uses personal assessments to update the plan of recovery. Prepares individual case records as required. Stays abreast of current developments of community, state, national and private organizations involved in the treatment and rehabilitation of substance abuse and other mental health challenges. Manages crisis situations and multiple tasks within the organizational environment. May provide topic-specific training on a variety of subjects related to mental health and the workplace. May conduct group activities such as critical incident stress debriefings or related topics. Will provide alternative dispute resolution (mediation) and can serve as a subject matter expert on various committees and task groups in the areas of substance abuse, workplace violence and mental health. Maintains understanding of complex data, terminology, procedures, laws and changing regulations.

Qualification Guidelines:

Ph.D. in appropriate social science or related fields or and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 professional experience in counseling individuals with problems in substance and addiction and related social situations years. Must possess interpersonal communication skills of an influencing and motivational nature to interface effectively with all levels of employees and contacts. Certification preferred.
Top Environmental Laboratory Executive

Plans, directs and manages the environmental health science analytical chemistry and/or radiochemistry laboratories for the total organization under executive direction based on predetermined goals and objects. Responsible for all activities affiliated with performing internally or externally contracted environmental chemical analyses associated with all environmental programs. Directs the chemical, physical and biological analyses to isolate, identify and quantify constituents of soil, water, air, biological and other samples that may be a potential hazard in the workplace and/or community. Establishes policies and procedures that affect all activities associated with the laboratory operations. Develops and oversees the implementation of the corporation’s long-range plans for environmental chemical analyses. Responsible for the financial strategy, operating and capital equipment budget for environmental laboratories in the total organization. Keeps abreast of regulatory developments through reference sources and attending industry meetings. Manages the development of new technology for chemical analyses for solving potential environmental problems. Responsible for optimizing the effective utilization of personnel and responding promptly to the needs of all the organization’s operations. Provides leadership to the management of the environmental laboratory function.

Qualification Guidelines:

Ph.D. in Analytical Chemistry/Radiochemistry or related fields and more than 10 years experience; or M.S. and more than 15 years experience; or B.S. and more than 20 years experience. Experience should include a minimum of 7 years of management responsibility. Certification preferred.
Manager, Environmental Laboratory
Job Code: 2702

Plans, organizes and manages the environmental health science analytical chemistry and/or radiochemistry laboratory at a facility under senior management direction. Responsible for managing all activities related to internally performed or externally contracted environmental chemical analyses associated with the facility’s environmental programs. Oversees the chemical, physical, radiochemical and biological analyses, using a wide variety of laboratory instrumentation and complex analytical methodologies to isolate, identify and quantify constituents of soil, water, air, biological and other samples that may be a potential hazard in the workplace and/or community. Assures proper management of all laboratory data, consistent documentation of methodology, and appropriate record keeping procedures associated with the laboratory operations. Submits capital equipment requests and manages the procurement, installation, operations and maintenance of all laboratory equipment and instrumentation. Manages laboratory subcontracts and equipment service contracts. Oversees the implementation of the operating unit’s annual operating plans. Reviews and approves all reports and data prior to release by the laboratory. Works in concert with other managers of the environmental functions to effectively achieve the facility’s environmental health and safety goals. Provides leadership direction to management and professional personnel in the functional unit.

Qualification Guidelines:

Ph.D. in Analytical Chemistry/Radiochemistry or related fields and more than 5 years experience; or M.S. and more than 7 years experience; or B.S. and more than 10 years experience. Experience should include a minimum of 3 years of supervisory responsibility. Certification preferred.
Supervisor, Environmental Laboratory  

Works under consultative direction toward predetermined goals and objectives. Provides supervision to laboratory staff engaged in the environmental health science analytical chemistry and/or radiochemistry laboratory. Implements the procedures and systems to maintain and enhance the laboratory’s effectiveness. Supervises the technical staff conducting the chemical, physical and biological analyses, using a wide variety of laboratory instrumentation and analytical methodologies to isolate, identify and quantify components of soil, water, air, biological and other samples that may be a potential hazard in the workplace and/or community. Monitors all laboratory data, consistent documentation of methodology, and appropriate record keeping procedures associated with the laboratory operations. Submits capital equipment requests and supervises the procurement, installation, operations and maintenance of specific laboratory equipment and instrumentation. Primarily responsible for assuring effective utilization of technical personnel and responding promptly to the needs of organization unit. Interacts daily with subordinates and/or functional peer groups. Interaction frequently involves exchange or presentation of findings, conclusions and recommendations. Provide direct supervision to entry level exempt employees and/or skilled non-exempt employees (i.e., technicians).

Qualification Guidelines:

M.S. in Analytical Chemistry/Radiochemistry or related fields and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Experience should include a minimum of 2 years of supervisory responsibility. Certification preferred.
Senior Analytical Chemist IV

Job Code: 2704

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self initiated. Determines and pursues courses of action necessary to obtain desired results. Works on complex problems where analysis of data or situations requires an in-depth evaluation of various factors. Exercises technical discretion within broadly defined practices and policies in selecting methods, techniques and evaluation criterion for obtaining results. Performs chemical analysis of liquid and/or solid samples for organic, inorganic and/or metal substance content; interprets and evaluates results to determine hazardous and toxic materials in the environment and workplace. Responsible for conducting diverse complex chemical, physical, and biological analyses, using a wide variety of laboratory instrumentation and complex analytical methodology to isolate, identify and quantify components of soil, water, air, biological and other samples that may be a potential hazard in the work place. Prepares comprehensive chemical profiles of substances relative to site-specific hazardous waste regulatory actions. Prepares technical reports based on the expert interpretation of analyzed data. Makes presentations at national conferences and publishes in technical journals. Generally serves as the internal expert in laboratory work. Provides technical leadership to less experienced chemist and to technicians. May act as lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Analytical Chemistry or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Analytical Chemist III

Job Code: 2705

Works under very general direction. Exercises reasonable latitude in determining technical objectives of assignments. Work is reviewed upon completion for adequacy in meeting objectives. Works on problems of diverse scope and complexity where analysis of data requires evaluation of identifiable factors. Uses technical discretion within generally defined practices and policies in selecting methods and techniques for obtaining solutions. Performs chemical analysis of liquid and/or solid samples for organic, inorganic and/or metal substance content; interprets and evaluates results to determine hazardous and toxic materials in the workplace. Responsible for conducting specific chemical, physical, and biological analyses, using a wide variety of laboratory instrumentation and complex analytical methodology to isolate, identify and quantify components of soil, water, air, biological and other samples that may be a potential hazard in the workplace. Analyzes and test potentially hazardous substances to identify their properties and characteristics as they may effect personnel. Prepares technical reports based on the interpretation of analyzed data. Gives presentations at conferences and publishes in technical journals. May provide technical leadership to less experienced chemist and to technicians. May also act as lead person or technical expert on small to medium projects.

Qualification Guidelines:

Ph.D. in Analytical Chemistry or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Analytical Chemist II  
Job Code:  2706

Works under general direction. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Uses technical discretion within well defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of somewhat diverse scope and complexity where analyses of data require evaluation of identifiable factors. Performs chemical analysis of liquid and/or solid samples for organic, inorganic and/or metal substance content; interprets and evaluates results to determine hazardous and toxic materials in the workplace. Responsible for conducting specific chemical, physical, and biological analyses, using a wide variety of laboratory instrumentation and complex analytical methodology to isolate, identify and quantify components of soil, water, air, biological and other samples that may be a potential hazard in the workplace. Analyzes and test potentially hazardous substances to identify their properties and characteristics as they may effect personnel. Prepares technical reports based on the interpretation of analyzed data. May provide technical leadership to less experienced chemist and to technicians. May also act as lead person or technical advisor on small projects.

Qualification Guidelines:

Ph.D. in Analytical Chemistry or related fields and up to 1 year of experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Analytical Chemist I

Job Code: 2707

Works under close supervision. Performs assigned tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following defined policies and procedures. Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained. Performs basic chemical analysis of liquid and/or solid samples for organic, inorganic and/or metal substance content; interprets and evaluates results. Works with others in conducting very defined chemical, physical, and biological analyses, using a wide variety of laboratory instrumentation and analytical methodology to isolate, identify and quantify components of soil, water, air, biological and other samples that may be a potential hazard in the workplace and/or community. Works with more senior Chemist to analyze and test potentially hazardous substances to identify their properties and characteristics as they may effect personnel within the workplace. Participates with others in preparing chemical profiles of substances relative to site-specific hazardous waste regulatory actions. Provides input in the preparation of technical reports based on the interpretation of analyzed data.

Qualification Guidelines:

M.S. in Analytical Chemistry or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Laboratory Technician 3  
Job Code: 2708

Under general supervision prepares samples for analysis in accordance with established protocols. Works on assignments where considerable discretion and initiative are required in resolving problems and making recommendations. May determine methods and procedures on new assignments. Under minimal direction conducts chemical, bacteriological and physical laboratory analyses to identify contaminants in hazardous waste, environmental and industrial hygiene media. May make detailed observations, analyze data and interpret results. Maintains laboratory equipment and performs limited troubleshooting and calibration of instruments. Adapts procedures as required to meet specific analytical needs, following established laboratory quality assurance procedures. Operates a wide variety of analytical and physical testing equipment without direct supervision. Generates and records appropriate data, performs analytical calculations and completes necessary documentation of analyses performed. May write experimental reports, summaries and protocols. Assist in selection and preparation of sampling media as appropriate. Performs all required quality control to document validity of data generated. As needed, collects environmental samples from the field. May provide guidance to non-exempt personnel.

Qualification Guidelines:

B.S. in Chemistry and a minimum of 1 year experience; or an Associate degree in a field directly related to the work and minimum of 3 years laboratory experience; or H.S. diploma with minimum of 7 years progressive experience.
Laboratory Technician 2  

Job Code: 2709

Under direct supervision prepares samples for analysis in accordance with established protocols. Any deviations from standard procedures are approved by senior personnel. Works on assignments that are moderately complex in nature where discretion is required in resolving problems and making routine recommendations. Normally receives no instruction on routine work, general instruction on new assignments. Under minimal direction conducts qualified chemical, bacteriological and physical laboratory analyses to identify contaminants in hazardous waste, environmental and industrial hygiene media. May make detailed observations, analyze data and interpret results. Maintains laboratory equipment and performs limited troubleshooting and calibration of instruments. May make minor modification to established procedures to meet specific analytical needs, following established laboratory quality assurance procedures. Once proficiency is demonstrated, operates a wide variety of analytical and physical testing equipment without direct supervision. Generates and records appropriate data, performs analytical calculations and completes necessary documentation of analyses performed. Assist in writing experimental reports, summaries and protocols. Prepares sampling media as directed. Performs all required quality control to document validity of data generated. As requested, collects environmental samples from the field.

Qualification Guidelines:

Associate degree in a field directly related to the work and minimum of 2 years laboratory experience; or H.S. diploma with a minimum of 5 years progressive experience.
Laboratory Technician 1  

Under immediate supervision prepares samples for analysis in accordance with established protocols. Any deviations from standard procedures are approved by senior analyst. Works on assignments that are semi-routine in nature where ability to recognize deviation from accepted practice is required. Normally receives no instruction on routine work, general instruction on new assignments. Under minimal direction conducts qualified chemical, bacteriological and physical laboratory analyses to identify contaminants in hazardous waste, environmental and industrial hygiene media. Makes routine observations, analyze data and interpretation of results. Maintains laboratory equipment and performs limited troubleshooting and calibration of instruments. May make minor modification to established procedures to meet specific analytical needs, following established laboratory quality assurance procedures. Under direct supervision operates a wide variety of analytical and physical testing equipment without direct supervision. Generates and records appropriate data, performs analytical calculations and completes necessary documentation of analyses performed. Assist in writing experimental reports, summaries and protocols. Prepares sampling media as instructed. Performs required quality control procedures to document validity of data generated. As requested, collects environmental samples from the field.

Qualification Guidelines:

Associate degree in a field directly related to the work and minimum of 1 year laboratory experience; or H.S. diploma with a minimum of 3 years progressive experience.
Ergonomist - Human Factors  

Job Code: 2805

Works under very general direction. Exercises reasonable latitude in determining technical objectives of assignments. Work is reviewed upon completion for adequacy in meeting objectives. Plans, develops and conducts investigations and research into job or product design in areas where the abilities of the person are a limiting factor in a system due to demands on the capacities of the individual. Conducts studies associated with developing a body of knowledge which will make it possible for all those involved in planning the man-environment system to bring employee performance easily within the limits of the operator's capacities, thus improving the systems efficiency and worker satisfaction. Functions as a consultant concerning experiments where the results might be affected by the limitations of the human operator of equipment or machinery. Investigates and evaluates specific jobs or products as directed, where it appears that human factors techniques might alleviate existing problems or result in a better utilization of a person's capacities. Identifies and informs management of a work area where human factors knowledge and/or experiments might improve job or product design in terms of the well being of the operator or the performance of the system. Performs investigative work through laboratory or job-site experimentation, laboratory simulation, on-the-job testing of task-demand surveys to obtain desired information from human factors research. Identifies specific characteristics which might benefit from research and presents findings to management. Provides leadership to less experienced Ergonomist and to technicians through work assignments, monitoring schedules and resolving problems. May act as lead person or technical expert on medium to large projects.

Qualification Guidelines:

Ph.D. in Psychology, Engineering or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Manager, Environmental Remediation

Job Code: 2902

Plans and directs the negotiation, planning and implementation of environmental investigation and remediation projects for contaminated company sites under senior management direction. Consults with management and legal counsel on strategies and approaches to investigate or remediate sites. Provides an engineering/scientific evaluation of contaminated sites to determine the scope, constituent content and physical parameters of the pollutants. Determines the most feasible, cost effective, efficient and timely methodology for remedial action in keeping with current and anticipated environmental and regulatory requirements, as well as, responsible community action. Directs and monitors clean-up operations in accordance with rigorous adherence to environmentally sound business practices. Responds to request from operating units on geo-environmental engineering problems and facility decontamination issues. Coordinates work with all EH&S disciplines to insure positive results are achieved. May serve as technical coordinator at major spill incidents requiring emergency response. May represent the company at public meetings, hearings and perform public relations duties. Develops effective interface with commercial remediation organizations to develop improved capabilities and quality assurance. Participates with industry, legislative, regulatory and other public or private agencies to create cooperative alliances. Develops and controls the budget related to assigned remediation projects. Provides leadership direction to professional and technical personnel.

Qualification Guidelines:

Ph.D. in Environmental Science/Engineering or related fields and more than 3 years experience; or M.S. and more than 5 years experience; or B.S. and more than 7 years experience. Experience should include a minimum of 2 years of supervisory responsibility. Certification preferred.
Supervisor, Environmental Remediation

Works under consultative direction toward predetermined goals and objectives. Supervises moderate size routine and emergency environmental investigation and remediation projects. Develops staff assignments; schedules project work; ensures compliance of remediation operations within company procedures and safety standards; and ensures equipment being used is in safe working condition. Provides direction to employees engaged in clean-up operations in accordance with rigorous adherence to environmentally sound business practices. Follows established guidelines for evaluating the contaminated sites to determine the scope, constituent content and physical parameters of the pollutants. Coordinates work with all EH&S disciplines to insure positive results are achieved. May serve as technical coordinator at moderate size spill incidents requiring emergency response. Keeps informed on new requirements imposed by all agencies. Primarily responsible for insuring effective utilization of technical personnel and responding promptly to the needs of the organization unit. Maintains interface with commercial remediation organizations to develop improved capabilities and quality assurance. Interacts daily with subordinates and/or functional peer groups. Interaction frequently involves exchange or presentation of findings, conclusions and recommendations. Controls the budget related to assigned remediation projects. Provide direct supervision to entry level exempt employees and/or skilled and unskilled non-exempt employees (i.e., technologist and labors).

Qualification Guidelines:

M.S. in Environmental Science/Engineering or related fields and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Experience should include a minimum of 2 years of supervisory responsibility. Certification preferred.
Senior Remediation Engineer IV  
Job Code: 2904

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Serves as a technical leader on medium to large complex site clean-up operations where the contaminated area is a result of past manufacturing or processing practices. Conducts engineering studies related to the evaluation of contaminated sites to determine the scope, constituent content and physical parameters of the pollutants. The studies focus on the most feasible, cost effective and timely methodology available for remedial action in keeping with environmental and regulatory requirements, as well as, responsible community action. Conducts extensive investigation of the site to determine the extent of contamination, defining the alternatives that can be employed to complete the clean-up and insuring that the work will be in accordance with all federal and state regulatory requirements and within the company’s environmental policy. Develops hazardous waste plans and specifications for the isolation and/or removal of the hazardous waste contaminants or the resulting materials contaminated by them. Responds to requests from operating units regarding facility decontamination issues. Some sites well be listed as Superfund locations on the EPA priority list or DOE projects and involve major restoration activities. Maintains expert knowledge of specific requirements imposed by government agencies. Maintains a strong working knowledge on the scientific and technical aspects of various regulatory requirements and how they impact each clean-up operation. May act as lead person on medium to large projects.

**Qualification Guidelines:**

Ph.D. in Chemical Engineering or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Remediation Engineer III  
Job Code: 2905

Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Serves as a technical leader on medium size complex site clean-up operations where the contaminated area is a result of past manufacturing or processing practices. Conducts engineering studies related to the evaluation of contaminated sites to determine the scope, constituent content and physical parameters of the pollutants. The studies focus on the most feasible, cost effective and timely methodology available for remedial action in keeping with environmental and regulatory requirements, as well as, responsible community action. Conducts extensive investigation of the site to determine the extent of contamination, defining the alternatives that can be employed to complete the clean-up and insuring that the work will be in accordance with all federal and state regulatory requirements and within the company's environmental policy. Develops hazardous waste plans and specifications for the isolation and/or removal of the hazardous waste contaminants or the resulting materials contaminated by them. Some sites will be listed as Superfund locations on the EPA priority list or DOE projects and involve major restoration activities. Responds to requests from operating units on geo-environmental engineering problems and facility decontamination issues. Maintains a strong working knowledge on the scientific and technical aspects of various regulatory requirements and how they impact each clean-up operation. Provides leadership direction to less experienced professionals.

Qualification Guidelines:

Ph.D. in Chemical Engineering or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Remediation Engineer II  
Job Code: 2906

Works under general supervision. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Serves as a technical leader on small to medium size site clean-up operations where the contaminated area is a result of past manufacturing or processing practices. Conducts engineering studies related to the evaluation of contaminated sites to determine the scope, constituent content and physical parameters of the pollutants. The studies focus on the most feasible, cost effective and timely methodology available for remedial action in keeping with environmental and regulatory requirements, as well as, responsible community action. Conducts investigation of the site to determine the extent of contamination, defining the alternatives that can be employed to complete the clean-up and insuring that the work will be in accordance with all federal and state regulatory requirements and within the company’s environmental policy. Assists in the development of hazardous waste plans and specifications for the isolation and/or removal of the hazardous waste contaminants or the resulting materials contaminated by them. May works on sites listed as Superfund locations on the EPA priority list or DOE projects and involve major restoration activities. May respond to requests for technical guidance from operating units on remediation engineering problems and facility decontamination issues. Maintains a good working knowledge on the technical aspects of various regulatory requirements and how they impact each clean-up operation. May provide leadership direction to professionals and to technologist personnel.

Qualification Guidelines:

Ph.D. in Chemical Engineering or related fields and up to 1 year experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Remediation Engineer I  
Job Code:  2907

Works under close supervision. Performed tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment for following the defined policies and procedures. Participates with others in conducting engineering studies related to the evaluation of contaminated sites to determine the scope, constituent content and physical parameters of the pollutants. The studies focus on the most feasible, cost effective and timely methodology available for remedial action in keeping with environmental and regulatory requirements. Participates with others in conducting investigations of a specific site to determine the extent of contamination. Assists in defining the alternatives that can be employed to complete the clean-up and insuring that the work will be in accordance with all federal and state regulatory requirements and within the company’s environmental policy. Assists in the development of hazardous waste plans and specifications for the isolation and/or removal of the hazardous waste contaminants or the resulting materials contaminated by them. May work on sites listed as Superfund locations on the EPA priority list or DOE projects and involve major restoration activities. Maintains a working knowledge on the technical aspects of various regulatory requirements and how they impact each clean-up operation. May provide leadership direction and technical advice to remediation technicians.

Qualification Guidelines:

M.S. in Chemical Engineering or related fields and up to 1 year experience; or B.S. and up to 3 years experience.
Senior Environmental Attorney IV  
Job Code: 3004

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Responsible for handling the most complex legal matters or cases related specifically to environmental regulations, government compliance, hazardous materials and waste substances issues. Provides legal counsel to the organization’s management to ensure conformance to the company standards, environmental policies and guidelines, and to interpret Federal, State and local environmental compliance regulations. Review legal data and advises company personnel on appropriate legal action to be taken. Prepares documents to support legal positions. Provides expert counsel in preparing contracts, leases and other legal instruments associated with environmental projects and compliance matters. Participates with environmental, health and safety managers and professionals in responding to proposed Federal, State and local environmental regulations and legislation. Defends the company in any legal action taken against it and initiates legal action against aggressors. Coordinates legal matters handled by outside counsel ensuring the organization’s business and financial objectives are met. Provides leadership, expert advice, guidance and training to less experienced attorneys.

Qualification Guidelines:

J.D. degree and 5 to 7 years experience. Education prior to law school should include either a science or engineering degree. Experience should include a minimum of 3 years specializing in environmental and regulatory compliance law. Member of the Bar.
Environmental Attorney III
Job Code: 3005

Works under very general direction. Exercises reasonable latitude in determining objectives of assignments. Work is reviewed upon completion for adequacy in meeting objectives. Responsible for handling a variety of moderately complex assigned legal matters or cases related specifically to environmental regulations, government compliance, hazardous materials and waste substances issues. Provides legal counsel to the organization’s management to ensure conformance to the company standards, environmental policies and guidelines, and to interpret Federal, State and local environmental compliance regulations. Review legal data and advises company personnel on appropriate legal action to be taken. Prepares documents to support legal positions. Provides expert counsel in preparing contracts, leases and other legal instruments associated with environmental projects and compliance matters. Participates with environmental, health and safety managers and professionals in responding to proposed Federal, State and local environmental regulations and legislation. Defends the company in moderately complex legal action taken against it and initiates legal action against aggressors. Coordinates less complicated legal matters handled by outside counsel ensuring the organization’s business and financial objectives are met. Provides expert advice and training to less experienced attorneys.

Qualification Guidelines:

J.D. degree and 3 to 5 years experience. Education prior to law school should include either a science or engineering degree. Experience should include a minimum of 2 years specializing in environmental and regulatory compliance law. Member of the Bar.
Senior Environmental Auditor IV  
Job Code: 3104

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Works as a lead member of an environmental audit team where a high degree of experience and expertise is required. Serves as a technical and/or procedural advisor to other auditors. Determines need for and coordinates large scale audits of company owned and operated facilities. Also responsible for conducting assessments of non-company facilities considered to be potential acquisitions. Provides technical direction of environmental auditing activities to assess conformance to company standards, environmental policies and guidelines, and to verify the degree of compliance with Federal, State and local environmental requirements. Provides technical guidance in interpreting compliance with regulatory requirements. Keeps updated on information on new developments in regulatory changes in environmental requirements and incorporates this information into the company’s auditing program. Interfaces with industry and environmental groups and regulatory agencies to keep current on the changes developing in the regulations and legislation. Assists management in development of the company’s environmental auditing program and the supervision of the auditing staff. Provides leadership to less experienced auditors and support staff.

Qualification Guidelines:

Ph.D. in Environmental Science/Engineering or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Environmental Auditor III  

Works under very general direction. Exercises reasonable latitude in determining technical objectives of assignments. Work is reviewed upon completion for adequacy in meeting objectives. Serves as a experienced member of an environmental audit team, focusing on more complex audit assignments. May serves as a technical and/or procedural advisor to other auditors. Determines need for and coordinates moderate scale audits of company owned and operated facilities. Participates in assessments of non-company facilities considered to be potential acquisitions. Provides technical counsel on environmental auditing activities to assess conformance to company standards, environmental policies and guidelines, and to verify the degree of compliance with Federal, State and local environmental requirements. Provides technical guidance in interpreting compliance with regulatory requirements. Keeps current on information on new developments in regulatory changes in environmental requirements and incorporates this information into the company’s auditing program. Interfaces with industry and environmental groups to keep current on the changes developing in the regulations and legislation. Participates in the development of the company’s environmental auditing program. Acts as a mentor to less experienced auditors. Acts as lead person or technical expert on small to medium projects.

Qualification Guidelines:

Ph.D. in Environmental Science/Engineering or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Environmental Auditor II

Works under general direction. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment and overall adequacy. Uses technical discretion within well defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of somewhat diverse scope and complexity where analyses of data require evaluation of identifiable factors. Provides technical counsel on environmental auditing activities to assess conformance to company standards, environmental policies and guidelines, and to verify the degree of compliance with Federal, State and local environmental requirements. Assists the Audit Team Leader to ensure all pre-, post- and onsite audit activities are properly carried out and completed. Schedule and conduct EH&S audits at company facilities, maintaining and improving the audit program to keep it current and to provide the company with the most complete and accurate assessments possible. Assists in developing and maintaining current audit protocols and recommending modifications to the company program as needed. Includes oversight for routine audit functions such as pre-audit activities, writing and issuing audit reports and tracking completion of corrective action items. May serve as the overall Audit Team Leader on increasingly complex audits. Works on special projects as needed when audit findings warrant such action. Interface with industry, regulatory agencies, and other appropriate groups to stay abreast of changes in regulations and enforcement policies. Incorporates EH&S changes into the companies audit program and processes. Provide leadership to less experienced auditors and support personnel.

Qualification Guidelines:

Ph.D. in Environmental Science/Engineering or related fields and up to 1 year experience; or M.S. and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Environmental Auditor I

Job Code: 3107

Works under close supervision. Performs assigned tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and for following defined policies and procedures. Follows standard practices and procedures in selecting methods and techniques for obtaining solutions. Assists in conducting EH&S audits at company facilities, maintaining and recommending improvement of the audit program to keep current, and provide the company with the most complete and accurate assessments as possible. Provides objective EH&S audit determinations through recognized methodologies and application of principles, theories and audit techniques of the facility's, as they apply to the company's compliance status within appropriate EH&S regulations, codes, and company practices. Assists in developing and maintaining current audit protocols and recommending modifications to the company program as needed. Includes oversight for routine audit functions such as pre-audit activities, writing and issuing audit reports and tracking completion of corrective action items. Interface with industry, regulatory agencies, and other appropriate groups to stay abreast of changes in regulations and enforcement policies.

Qualification Guidelines:

M.S. in Environmental Science/Engineering or related fields and up to 1 year experience; or B.S. and up to 3 years experience. Certification preferred.
Senior EH&S Quality Assurance Specialist IV  
Job Code: 3204

Works under consultative direction toward predetermined goals and objectives. Develops, implements and evaluates processes, procedures and applications which contribute to the overall objectives to maintain an effective EH&S quality assurance and quality control program. Provides technical expertise and initiative in identifying areas to which quality assurance practices may be introduced and enhanced. Conducts quantitative system audits to assure that appropriate QA/QC requirements are incorporated in all EH&S analytical procedures and to verify that these requirements are in compliance. Conducts periodic qualitative performance audits on all analytical procedures to determine and document the precision and accuracy of data produced within the organization. Assures that appropriate corrective action is taken to maintain analytical integrity. Provides technical QA support and guidance to all EH&S functions. Interacts with EH&S clients as requested to explain or verify QA procedures or data reliability. Develops QA training programs to be implemented throughout the organization. Develops QA documentation in accordance with federal and state requirements. Assures that all necessary analytical documentation is generated, reviewed, issued to clients, and properly archived. Conducts technical evaluation studies of the suppliers’ quality assurance controls and maintains statistical performance records of suppliers actions. Interfaces with government agencies in external audits and follows up on corrective actions. Prepares periodic reports to the EH&S management on the performance of the organization and the quality of data being produced.

Qualification Guidelines:

Ph.D. in Physical Science or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience.
Works under very general direction. Independently determines and develops approaches to solutions. Develops, implements and evaluates processes, procedures and applications which contribute to the overall objectives to maintain an effective EH&S quality assurance and quality control program. Provides technical expertise and initiative in identifying areas to which quality assurance practices may be introduced and enhanced. Conducts quantitative system audits to assure that appropriate QA/QC requirements are incorporated in all EH&S analytical procedures and to verify that these requirements are in compliance. Conducts periodic qualitative performance audits on all analytical procedures to determine and document the precision and accuracy of data produced within the organization. Assures that appropriate corrective action is taken to maintain analytical integrity. Provides technical QA support and guidance to all EH&S functions. Interacts with EH&S clients as requested to explain or verify QA procedures or data reliability. Develops QA training programs to be implemented throughout the organization. Develops QA documentation in accordance with federal and state requirements. Assures that all necessary analytical documentation is generated, reviewed, issued to clients, and properly archived. Conducts technical evaluation studies of the suppliers’ quality assurance controls and maintains statistical performance records of suppliers actions. Interfaces with government agencies in external audits and follows up on corrective actions. Provides technical direction to less experienced personnel in the QA function.

**Qualification Guidelines:**

Ph.D. in Physical Science or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience.
Senior Process Safety Engineer IV  
Job Code: 3304

Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action necessary to obtain desired results. Work is checked through consultation and agreement, rather than by formal review of superior. Conducts engineering studies related to developing and implementing safe and environmentally sound systems and methods of production that are as efficient as possible and meet all federal and state safety and health regulations. Provides technical and program expertise involving the application of process safety requirements as defined by regulatory agencies and the company’s process safety program guidelines. Studies engineering plans, performs observations and reviews production systems to identify the best methods or processes. Evaluates and completes quantitative risk assessments and makes recommendations regarding necessary actions required to meet regulatory compliance and the company’s safety standards. Maintains a strong working knowledge of the design of the company’s facilities to reference when recommending changes in safety applications. The recommended changes are based on risk, chemical potential and complexity of each diverse operating site. Provides regulatory interpretation and technical support and advice, as required, on process safety matters directly to management at a specific operating site. Maintains expert knowledge of specific requirements imposed by government agencies. Acts as a lead person or technical expert and provides functional direction and training in the application of the process safety program.

Qualification Guidelines:

Ph.D. in Chemical or Manufacturing Engineering or related fields and 3 to 5 years experience; or M.S. and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
Process Safety Engineer III  

Job Code: 3305

Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Conducts engineering studies related to developing and implementing safe and environmentally sound systems and methods of production that are as efficient as possible and meet all federal and state safety and health regulations. Provides technical and programmatic expertise involving the application of process safety requirements as defined by regulatory agencies and the company’s process safety program guidelines. Studies engineering plans, performs observations and reviews production systems to identify the best methods or processes. Evaluates and completes quantitative risk assessments and makes recommendations regarding necessary actions required to meet regulatory compliance and the company’s safety standards. Maintains a strong working knowledge of the design of the company’s facilities to reference when recommending changes in safety applications. The recommended changes are based on risk, chemical potential and complexity of each diverse operating site. Provides regulatory interpretation and technical support and advice, as required, on process safety matters directly to management at a specific operating site. May act as a lead person or technical expert and may provide functional direction and training in the application of the process safety program.

Qualification Guidelines:

Ph.D. in Chemical or Manufacturing Engineering or related fields and 1 to 3 years experience; or M.S. and 3 to 5 years experience; or B.S. and 5 to 7 years experience. Certification preferred.
Manager, EH&S Information Systems  
Job Code:  3402

Plans, organizes and manages programs and projects under senior management direction. Responsible for designing, developing, implementing and maintaining the organization’s environmental, health and safety information system to meet the goals and objectives of the EH&S function. Responsible for the acquisition and utilization of the latest computer technology (hardware and software) available within the prescribed budget. Accountable for acquiring, organizing, retrieving and disseminating highly technical and specialized data. Provides direction to the EH&S management and scientific staff in planning, evaluating, reviewing, manipulating, storing, and displaying data. Responsible for data integrity and security. Assures that all needed data is stored and retrieved in accordance with the latest regulatory directives and internal quality control procedures. Responsible for developing and deploying a shared data base of scientific, technical, and regulatory information in the EH&S area. Provides technical expertise in all areas related to data base management and computer applications associated with the EH&S information system. Maintains expert knowledge of relational data base technology, advanced computer methods, local area networks, and techniques used for storing and retrieving environmental data. Maintains a current knowledge of the GIS/ARC data and Intergraph data base used for input and retrieval during a contamination evaluation. Provides functional direction and training in the application of the EH&S information system.

Qualification Guidelines:

Ph. D. in Computer Science or related fields and more than 3 years experience, or M.S. and more than 5 years experience; or B.S. and more than 7 years experience. Experience should include a minimum of 3 years of supervisor responsibility. Certification preferred.
Works under very general direction. Independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Responsible for analyzing the environmental, health and safety data using the information system. Using the latest computer hardware and software, organizes, retrieves and disseminates highly technical and specialized data. Prepares data for input to automated models or other appropriate analytical tools. Interprets and evaluates environmental data from field investigations, subcontractors, or other reports. Examines data for precision, accuracy, consistency, comparability, and correctness. Reviews analytical data for anomalies, determines corrective actions, adds qualifiers, and interprets data for the technical staff. Studies EH&S computer data and prepares statistical analyses, tabular summaries, charts, graphs and reports to present the findings. Assists in preparation of investigative reports and studies by authoring portions or acting as peer review for others. Assists EH&S program managers with decisions involving interpretation of data. Assures that all needed environmental data is stored and retrieved in accordance with the latest regulatory directives and internal quality control procedures. Maintains current knowledge of relational data base technology, advanced computer methods, local area networks, and techniques used for storing and retrieving environmental data. Maintains a current knowledge of the GIS/ARC information and Intergraph data base used for input and retrieval during a environmental contamination evaluation. May act as a lead person or technical expert and may provide functional direction and training.

Qualification Guidelines:

M.S. in Computer Science or related field and 5 to 7 years experience; or B.S. and 7 to 10 years experience. Certification preferred.
EH&S Information Systems Analyst

Job Code:  3405

Works under general supervision. Work is reviewed upon completion for adequacy in meeting objectives and for soundness of technical judgment. Analyzes the environmental, health and safety data using the information system. Using the latest computer hardware and software, organizes, retrieves and disseminates highly technical and specialized data. Prepares data for input to automated models or other appropriate analytical tools. Interprets and evaluates environmental data from field investigations, subcontractors, or other reports. Examines data for precision, accuracy, consistency, comparability, and correctness. Reviews analytical data for anomalies, determines corrective actions, adds qualifiers, and interprets data for the technical staff. Studies EH&S computer data and prepares statistical analyses, tabular summaries, charts, graphs and reports to present the findings. Assists in preparation of investigative reports and studies by authoring portions or acting as peer review for others. May develop a specific software program to achieve the desired results. Assists EH&S program managers with decisions involving interpretation of data. Assures that all needed environmental data is stored and retrieved in accordance with the latest regulatory directives and internal quality control procedures. Maintains a good working knowledge of relational data base technology, advanced computer methods, local area networks, and techniques used for storing and retrieving environmental data. Maintains a working knowledge of the GIS/ARC information and Intergraph data base used for input and retrieval during an environmental contamination evaluation.

Qualification Guidelines:

M.S. in Computer Science or related field and 1 to 3 years experience; or B.S. and 3 to 5 years experience. Certification preferred.
Senior Plant Operator - Waste Water Treatment

Under general supervision performs assigned duties from established policies and procedures. Performs a variety of activities associated with operating a waste water treatment facility. Insures that all company policies and procedures are followed and that all actions support regulatory compliance. Monitors waste water flows and quality to assure effluence is within defined standards. Makes appropriate adjustments where flow and quality are not to standards. Collects waste water samples and performs in-plant laboratory test. Maintains testing and activity logs. Anticipates and adjusts processing for unexpected activities (such as equipment or system outages, spills or unplanned waste streams) and modifies or develops solutions to maintain regulatory compliance. Performs and monitors scheduled and unscheduled maintenance on equipment to ensure continuous safe and proper treatment of waste water at the facility. Performs non-routine or occasional labor tasks related to operating the treatment plant, such as operating valves and pumps and treatment equipment. Keeps informed of new regulatory requirements to determine what new procedures or processes will be needed to be implemented to meet the standards and to maintain compliance. May be required to maintain analyses and supporting verification documentation such as waste water or RCRA analytical reports, water distribution and consumption reports, water reuse data, water stream profile reports, etc. Acts as the lead person within the facility providing direction and technical support.

Qualification Guidelines:

B.S. in Engineering or related field and a minimum of 3 years experience; or an Associate degree in a field directly related to the work and a minimum of 5 years progressive experience; or H.S. diploma with a minimum of 7 years progressive experience.
Plant Operator - Waste Water Treatment

Job Code: 3509

Under direct supervision performs assigned tasks from detailed instructions, established policies and procedures. Performs defined activities associated with operating a waste water treatment facility. Follows specific courses of action to insure that all company policies and procedures are followed and that all work maintains regulatory compliance. Assists in monitoring waste water flows and quality to assure effluence is within defined standards. Collects waste water samples and performs routine in-plant laboratory test. Records testing results accurately in a log. Performs work associated with scheduled maintenance on equipment, to ensure safe and proper treatment of waste water at the facility. Performs routine labor tasks related to operating the treatment plant, such as operating valves and pumps and treatment equipment. Keeps informed of new regulatory requirements to provide suggestions on new procedures or processes that will need to be implemented to meet the standards and to be in compliance.

Qualification Guidelines:

Associate degree in a field directly related to the work and a minimum of 3 years progressive experience; or H.S. diploma with a minimum of 5 years progressive experience.