

Geotechnical & Environmental Services, Inc.
Job Description

JOB TITLE: Project Geologist/Scientist

Exempt: Yes
Reports to: Environmental Practice Leader
Supervisory: Yes – 0-10, depending on job assignment
Location: Las Vegas or Reno

Summary:

The project geologist is responsible for using discretion and independent judgment in the timely and accurate completion of assigned complex projects. This position affects the business operations of the Environmental Program to a substantial degree. The project geologist assures the client shall receive the scope of services described in the contract between the firm and the client and that the cost of the project shall be within established budget.

Essential Job Functions:

	Approx. % of Time Spent	Frequency
1) Answer questions and gives daily guidance to team	5	Daily
a) Develop technical competence of project team members	5	Daily
2) When supervising others, monitor and review completed work and make adjustments in work assignments as needed; conduct 1-2-1 monthly coaching and make recommendations for improvement of problem areas and for career development and advancement; identify training and development needs and provide opportunities for training; maintain discipline; conduct problem and conflict resolution by initiating corrective action according to company policies	0 – 10	As needed
3) Make hiring and performance recommendations	0 - 5	As needed
4) Carry out environmental, engineering and construction project assignments establishing optimal site sampling locations, critical boring depths and other project parameters as needed	35	Daily
a) Provide oversight for various analytical laboratory and drilling subcontractors.		
5) Motivate others, sets goals, and participate in 1-2-1 coaching sessions	5	Monthly
6) Act as project manager for assigned projects in selecting project teams and assigning duties and schedules to team members	5	Daily
a) Maintains a working knowledge of applicable environmental regulations (State and Federal) as it applies to surface and groundwater management and water quality.		
7) Prepare geologic, environmental and/or engineering reports	5	Weekly
a) Check all work for technical accuracy	5	Daily
8) Calculate costs and time schedules for proposal work	5	Weekly
a) Assist with project invoicing	5	Bi-weekly
9) Review written documents submitted to client pertaining to his/her project and perform document QA/QC	5	Weekly

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10) Maintain excellent communications with clients, handle disputes and apply polices and procedures with tact and diplomacy	5	Daily
11) Implement department objectives while supporting all company goals	5	Daily
12) Perform other duties as assigned	0 - 5	Daily

Desired Outcomes or Results:

Technical accuracy of work performed under his or her supervision will be assured. Incumbent will have positive relationships with all clients, project managers, program managers, the president and all staff members.

Education, Knowledge, and Skills Required or Desirable:

- B.S. or M.S. in Geology or related field
- Proficient computer skills, including GIS & CAD
- Groundwater Modeling software (Surfer, MODFLOW or similar), concepts and applications
- Proficient understanding of engineering and/or environmental geology
- Consulting attitude and aptitude
- Certified Environmental Manager
- OSHA 40 HAZWOPER and current refresher

Staff Type

Minimum Years Relevant Experience

Project Geologist/Scientist I	5
Project Geologist/Scientist II	10
Project Geologist/Scientist III	15