



Complete Health Environmental and Safety Services

CHESS, Inc.  
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Complete Health, Environmental & Safety Services, Inc (CHESS, Inc.), a Safety, Health & Environmental (SH&E) consulting firm in the east metro Twin Cities area has an immediate opening for an environmental associate to join our growing firm. Please see the job description below. For more information on our company, please visit our website: [www.chess-safety.com](http://www.chess-safety.com).

### **Environmental Specialist Job Description**

Under the direction and general supervision of the principals, this position is primarily responsible for providing environmental compliance assistance to clients of Complete Health, Environmental & Safety Services, Inc (CHESS, Inc.). As time permits, provide safety and health (OSHA) assistance also.

This position requires strong technical knowledge, experience with dealing with regulators, excellent time management, persuasive and interpersonal skills, and excellent verbal and written skills. Consultants for CHESS work with a variety of clients in different settings. CHESS primarily works with smaller businesses in the automotive repair and manufacturing industries. The ideal candidate is able to be flexible and manage multiple projects at one time.

Environmental compliance issues include hazardous waste management (SQG and VSQG), air quality permitting (Option B, C and D), stormwater permitting (primarily maintaining exempt status), SARA Title III reporting (Form R, Tier II), and industrial waste water management.

This position has the flexibility to be part or full time. Work hours can be quite flexible.

The ideal candidate will require little guidance from us, but is used to working cooperatively and used to documenting work done. CHESS works cooperatively; while we each have areas of expertise, we keep each other informed enough to ensure any one of us can leave town without leaving clients in the lurch.

#### **Key responsibilities include:**

- Ensuring compliance with regulatory requirements (EPA/MPCA, Metropolitan Council-Environmental Services. To a lesser extent, OSHA, DOT)
- Assisting clients in obtaining necessary environmental permits (usually air quality)
- Conducting compliance audits and site inspections
- Assisting clients with annual environmental reporting requirements
- Provide guidance on specific concerns, such as waste reduction, finding waste haulers, or handling of specific waste streams
- Provide training, as needed, particularly on hazardous waste handling

The Environmental Specialist must have the abilities to:

- work without close supervision and make sound independent decisions
- interpret and explain MPCA/EPA regulations, and other applicable standards
- investigate client problems, concerns or issues and find satisfactory resolutions
- guide clients through EPA/MPCA regulatory issues.
- Consult with regulators on behalf of clients

While we don't expect the person hired to know all environmental regulations with which we work, we do need someone who can find the answers.

### **Technical Skills**

- Familiarity with EPA/MPCA regulations.
- Good at project management and organization.
- Self-directed, ability to work with limited supervision, strong written and oral communication skills.
- Working knowledge of Microsoft Office software (Word, Excel)
- Good investigative and problem solving skills
- Strong writing skills.

**Education** –Bachelor's Degree in Environmental Engineering, Chemistry or related field preferred. Must have good working knowledge of chemistry.

### **Certifications**

None required. Preferences given to:

- Someone interested in working towards accredited certification (e.g., CHMM)

**Experience** – 1-3 years related to implementing various environmental programs and processes in a manufacturing or general industry environment. May consider a recent graduate. Strong preference to those with experience in environmental regulatory compliance and those with interest in learning safety regulations.

**Travel** – Travel primarily only within the Twin Cities Metro area or within 3 hours' drive

**Work Hours** – Due to the nature of consulting, flexible work hours are encouraged in order to meet client deadlines. In addition, employees functioning in this position are not provided with a traditional office and are expected to utilize their home to complete various work tasks. We will consider a candidate interested in working less than 40 hours a week.

**Pay and Benefits:** DOQ and yes. Health insurance, generous continuing education package and more.

**To apply,**  
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**Or fax to 651-415-2886**