

## **JOB DESCRIPTION**

**TITLE:** Air Program Coordinator

**DEPT:** Doyon Utilities Headquarters

**REPORTS TO:** Environmental Program Manager

**WAGE:** DOE

### **POSITION OBJECTIVES:**

Position reports directly to Environmental Program Manager of Doyon Utilities, LLC (DU) and is responsible for the overall coordination and reporting for of all ADEC air permit and EPCRA related programs specific to DU responsibilities under their utilities privatization contracts with the military in Alaska. The Air Program Coordinator will be responsible for the environmental training program at each army installation in order to achieve and sustain environmental compliance with requirements of all air related programs. The Air Program Coordinator will serve as the liaison between DU and agencies having oversight of DU's air related programs.

### **RESPONSIBILITIES, DUTIES AND TASKS:**

1. Coordinate Doyon Utilities Air Permits Program including responsibility for determining program requirements, ensure environmental compliance, and prepare environmental documents for DU projects.
2. Provide technical and regulatory support for permitting new construction projects.
3. Interface with internal operations and maintenance personnel as well as regulators and outside consultants to address and resolve environmental questions and issues.
4. Development and implement corporate environmental training programs to address compliance per the air permits for facilities, sites and operations throughout the company.
5. Maintain current knowledge of federal, state, and local laws, environmental certification standards, issues and technological developments that may influence the company's environmental policies, compliance and stewardship goals.
6. Develops and maintains compliance performance metrics and indices to effectively monitor environmental conditions across the company.
7. Responsible for drafting, coordinating and finalizing all environmental reports to local, state and federal agencies.
8. Maintain a consolidated, efficient environmental record keeping and reporting system for the utility as required by government regulations and company policy.

9. Coordinate and perform periodic environmental compliance inspections or audits of DU facilities.
10. Develop and implement an effective, efficient environmental communications program throughout DU's locations to ensure DU's senior managers receive timely and accurate information regarding environmental issues.
11. Prepare periodic reports on program status, requirements and goal attainment as directed by senior company management.
12. Responsible for ensuring preparation and implementation of any environmental corrective action plans.

#### **SKILLS AND QUALIFICATIONS:**

1. Minimum of 2 years experience as Environmental Engineer or Scientist in technical compliance programs.
2. Bachelor of Science Degree in physical sciences, engineering or other related field with concentration in environmental program management is preferred.
3. Effectively provide liaison between DU and oversight agencies such as EPA, ADEC or other state and federal agencies charged with oversight of environmental programs to which DU will be subjected.
4. Possess a thorough, working knowledge of environmental terminology and regulations applicable to utility operations on a military installation in Alaska.
5. Demonstrate effective verbal and written communications skills.
6. Proficient in the use of Microsoft Office applications.
7. Eligible to work on a military installation in Alaska.
8. Valid driver's license and ability to travel when necessary.

#### **WORKING ENVIRONMENT:**

The position will be located at the DU headquarters in Fairbanks, Alaska with periodic travel requirements to Forts Wainwright near Fairbanks, Greely near Delta Junction, and Richardson near Anchorage. Will be required to work both indoors and outdoors while conducting field research for various DU projects located on military installations in Alaska. Employee may be exposed to heat, cold and frequent changes in temperatures. Work often will be dusty, dirty or in snow.

#### **CONDITIONS OF EMPLOYMENT:**

1. Incumbent must be physically capable of visiting construction sites, undeveloped areas and potential project locations on military installations in Alaska to assess environmental impacts of specific projects.
2. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of DU.
3. Must be eligible to work on a military installation in Alaska.

4. Willingness and ability to travel to job sites within Alaska to conduct environmental reviews and prepare required documentation of the environmental and historical impacts.
5. Possess and maintain a valid State of Alaska driver's license throughout the period of employment.
6. Maintain a comprehensive knowledge of environmental regulations, federal and state environmental guidelines prepare documentation to respond to these program requirements.
7. Able to carry items weighing less than 40 pounds.

**EDUCATION AND TRAINING:**

1. BS Degree in Environmental Science or related degree in Engineering from an accredited institution or equivalent experience.
2. 2 years or more of experience as Environmental Engineer or Scientist in a technical compliance program.

**HOURS OF WORK:**

Position requires a minimum of 40 hours per week (normal office hours are 8:00 am to 5:00 pm, Monday-Friday) with hours in excess of 40 per week as needed.

**EMPLOYMENT CLASSIFICATION:**

Exempt/ Full Time Permanent