

**DOYON UTILITIES, LLC – CORPORATE HEADQUARTERS
FAIRBANKS, AK**

TITLE: Environmental Permit Coordinator

DEPARTMENT: Operations

REPORTS TO: Director of Environmental Affairs

WAGE RANGE: \$31.00-\$36.00/Hr DOE

GENERAL SCOPE:

Position reports directly to Director of Environmental Affairs of Doyon Utilities, LLC (DU) and will be responsible for the overall coordination and reporting for operations and project related permitting specific to DU responsibilities under their utilities privatization contracts with the military in Alaska.

RESPONSIBILITIES, DUTIES, AND TASKS:

1. Coordinate with DU staff on the requirement for ADEC/EPA/DPW approved Sampling and Analysis Plans (SAPs) required for construction activities which are expected to encounter contaminated soils. Coordinate field technician required to monitor site construction activities.
2. Maintain a consolidated, efficient environmental record keeping system tracking all contaminated site plan project documents. This includes submittals, outstanding action items, final approvals, and plan deviations.
3. Communicate and coordinate with DU staff, DPW, ADEC, and EPA on construction project status.
4. Coordinate project compliance with ADEC drinking water and wastewater construction permitting program. Assist DU Project Managers in identifying projects which require ADEC drinking water and wastewater construction and operational approvals. Participate in project review process to develop complete, timely, and concise submittals.
5. For projects constructed outside DU's designated easement, facilitate the preparation and approval of NEPA Record of Environmental Considerations.
6. Prepare, submit, and track stormwater construction requirements. Conduct field inspections to verify construction contractors are complying with stormwater plan compliance and inspections.
7. Assist Environmental Department in tracking DU's environmental regulatory deliverables for both operations and project activities.
8. Maintain current knowledge of federal, state, and local laws, issues and technological developments that may influence the company's environmental policies, compliance and stewardship goals.
9. Prepare summary reports on program status, requirements and goal attainment as directed by management.

SKILLS AND QUALIFICATIONS:

1. Able to exhibit technical skills and attention to detail.
2. Ability to work independently and make sound decisions.
3. Demonstrate effective verbal and written communications skills, including public speaking.
4. Familiar with environmental terminology and regulations applicable to utility operations on a military installation in Alaska.
5. Computer proficiency in the use of Windows, Word, Excel and PowerPoint.

WORKING ENVIRONMENT:

The position will be located at the DU headquarters in Fairbanks, Alaska. Employee will be required to work both indoors and outdoors with periodic travel requirements to Fort Wainwright near Fairbanks, Fort Greely near Delta Junction, and Joint Base Elmendorf Richardson (JBER) near Anchorage. Employee may be exposed to heat, cold and frequent changes in temperatures. Work often will be dusty, dirty or in snow. Position requires 40 hours per week with possible overtime at times during the construction season.

CONDITIONS OF EMPLOYMENT:

1. Willingness and ability to travel to DU projects job sites located at Fort Wainwright, Greely, and JBER.
2. 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.
3. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of DU.
4. Must be eligible to work on a military installation in Alaska.
5. Possess and maintain a valid driver's license throughout the period of employment.
6. Employee shall provide their own safety boots and appropriate work site clothing. DU will provide safety hat, safety glasses, and reflective vest.

EDUCATION AND TRAINING:

1. Bachelor of Science degree in physical sciences, engineering or related field is preferred. Can substitute suitable field experience for education.

EMPLOYMENT CLASSIFICATION:

Non-exempt/2 year Term Contract Employee