

## ENVIRONMENTAL SCIENTIST-GEOLOGIST I

### Job Responsibilities/Requirements:

- Provides quality services by meeting project specific requirements, on time and within budget.
- Organizes, plans, and directs field sampling events and is fully accountable for proper execution of field and office assignments.
- Demonstrates proficiency in communication, including verbal and written skills and organization. Verbal and written communication is clear and concise with improvement noted over time.
- Meets minimum billability standard of 75% as summarized in the employee manual.
- Adheres to Project requirements, ESA requirements, and health and safety requirements, follows procedures and SOPs.
- General familiarization with the Technical Regulations, Guidance Documents, and other specific standards/requirements to perform job functions.
- Attends internal/external training opportunity or other professional development opportunity (person specific).
- Demonstrates initiative (readily looks for work and proactively solves problems), motivation (strives for excellence), technical excellence (seeks to broaden abilities), and autonomy (works with minimal supervision). Willingness to take on additional project tasks (report writing, proposals, etc).
- People skills- relates to people in open, friendly manner and respects others. Professional in appearance and action.
- Follows SOP (standard operating procedures), policies and proper documentation.

### Goals/Objectives for Advancement:

- Demonstrates proficiency in all activities listed above, obtains a recommendation from supervisor, if there is an open position opportunity.
- Attend applicable NJDEP Training Sessions as defined by company and supervisor.
- Obtains an above average performance review rating.
- Attends all company and group meeting, as well as mandatory training/seminars provided by company.
- Mentor/Trains new employees, as applicable.
- Meets minimum billability standard of 75% as summarized in the employee manual.

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Employee Acknowledgment (Please sign)

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Date