

Senior Environmental Audit Consultant

SUMMARY

Develop and maintain high quality client relations through sales and audit project management. Ensure that audit projects are completed correctly, on time and budget, and that audit projects are properly organized for the assigned team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop sales leads for audit projects and develop sales proposals for existing and prospective clients.
2. Conduct audit projects by working with clients to schedule audits, review pre-audit documentation, organize and lead audit teams, conduct on-site audits, write audit reports, assist clients with questions and conduct follow-up on audit projects.
3. Monitor, verify, and ensure the technical accuracy and quality of project related work.
4. Guide audit teams in manner that allows for efficient progress and timely completion of audit projects within the established budget.
5. Coordinate efforts of the audit team to ensure timely completion of project, invoicing review, and maintaining project budgets.
6. Maintain business development relationships through sales calls and professional networking.
7. Promote client stewardship by being attentive to the needs of existing clients and by encouraging consultant staff to look for business opportunities with clients.
8. Audit client compliance to legal and established system requirements with strong knowledge of environmental and safety regulations (EPA and OSHA - CAA, CWA, RCRA, EPCRA, CERCLA, TSCA, OPA, and SARAI, and OSHA 29 CFR 1904; 1910; 1926.)
9. Identify new marketing opportunities and assist business development staff with appropriate literature development, communication, and follow-up.
10. Attend and present papers at conferences and present luncheon seminars.
11. Communicate client needs to management and staff so that the staff can help meet client and company goals while also meeting personal goals.
12. Ensure proper utilization and billing of auditing projects.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. S.) in Chemical, Mechanical, Environmental/Civil Engineering, and or related Atmospheric/Environmental Science or other technical discipline from four-year college or university; and at least five to ten years of auditing experience and/or training; or equivalent combination of education and experience. Must have refinery experience. Consulting experience a plus. Must have multimedia environmental and health/safety regulatory auditing experience.

The ideal candidate will be located in or near the Houston area and be willing to travel up to 60% of the time.

Must have Professional Environmental Auditor certification such as CPEA. ISO 14001 and/or OHSAS 18001 audit experience a plus.

Must have computer literacy, including basic programming, word processing, spreadsheet skills, and knowledge of Microsoft office software package.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. The employee must be able to communicate and relate well to clients including being able to resolve disagreements and deliver negative audit findings. Must be able to listen well and interpret the factual situation given separate and diverse pieces of information. Must be able to maintain audit integrity; keep client confidentiality and avoid conflict of interests.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use their hands; observe and talk and hear. The employee is required to stand, walk extensively including climbing stairs, and reach with hands and arms. The employee is regularly required to work for long periods of time at a PC. The employee must regularly lift and/or move up to 10 pounds. The employee must be willing to travel extensively including airplane travel.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

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