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# Example of Environmental Compliance Specialist Job Description

Our company is looking for an environmental compliance specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for environmental compliance specialist

* With oversight from the Senior Specialist, prepare permit applications and mitigation documentation in close coordination with expert environmental consultants
* Process advanced information and documentation requests from project teams and customers
* Assist Senior Specialist and Compliance Director with preparing responses to inquiries from governmental agencies
* Develop and deliver project-focused regulatory process and systems training for Regulatory team members and other internal departments
* Contribute to monthly team meetings focused on project review trends, environmental services trends, cross-functional training needs, and customer service best practices
* Collect, process and characterize hazardous waste
* Track hazardous waste volumes and generate reports
* Consolidate compatible waste for disposal through hazardous waste vendor and complete hazardous waste manifests
* Collect biohazardous waste and manage the universal waste and used oil programs
* Coordinate training and emergency preparedness exercises

## Qualifications for environmental compliance specialist

* Bachelor's degree in Environmental or Civil Engineering or Occupation Safety required
* 5+ years of relevant EH&S and/or regulatory compliance experience with emphasis on EH&S rules and regulations promulgated by the U.S
* Able to work flexible hours & travel (estimated 20-40%)
* Database, GIS, CAD, visualization software skills are desirable (Experience with Environmental Data Management Software Tools, including EQuIS Data Processor (EDP), ArcGIS
* Knowledge of Phase I, II, III Environmental Site Assessments with an emphasis on contaminated sites
* Comfortable in both an office and field environment, as assignment priorities may change Valid driver’s license is required for business travel