



## Industrial Hygiene Services Corporation

### Position Description FIELD TECHNICIAN

#### **Reporting Relationship**

Field Manager (Primary) and Project Manager (Secondary)

#### **Job Summary**

Perform on-site inspections, monitoring, and supervision of environmental projects. On-site monitoring includes, but is not limited to, asbestos, indoor air quality, lead, mold, HVAC and various OSHA compliance issues. Adhere to applicable regulations. Follow project documents, including work plans, safety plans, and specifications. Address client requests and concerns in a timely and professional manner. Follow project through to completion, including report development.

#### **Responsibilities** (*\*Indicates that this is an essential function of the job*)

- \*Document site work using a variety of tools, including lap top computer, PDA, tables and logs.
- \*Effectively communicate, verbally and in writing, with managers, clients, site contacts and contractors.
- \*Perform appropriate monitoring, including necessary calibration and data collection.
- \*Interpret results and respond appropriately.
- \*Perform project oversight/supervision.
- \*Conduct inspections on-site, adapting process to comply with project expectations and site conditions.
- \*Provide regular updates to Project Manager. Inform Project Manager of site issues/concerns in a timely manner.
- \*Observe and provide detail documentation of site activities on a daily basis.
- \*Maintain company provided equipment, including, but not limited to testing equipment, tools, personal safety equipment, laptop computers and cell phone.
- \*Abide company health and safety requirements, including client/site specific provisions.

\*Follow QA/QC requirements.

\*Maintain charge hours of 90% annually.

Assist with completion of project reports.

Perform other duties as assigned.

### **Qualifications**

- Good oral and written communication skills.
- Strong organization skills, detail oriented.
- Acquire and maintain required certifications.
- Ability to interact with clients, site personnel, and contractors in a professional and courteous manner.
- Valid drivers license, proof of car insurance, and dependable personal vehicle to transport self and equipment to project sites.
- Must be able to wear personal protective equipment, including, but not limited to respirators, coveralls, gloves, boots, hard hats and safety glasses as mandated by OSHA and/or IHSC safety requirements.
- Accurately use and calibrate a variety of equipment, including microscopes, air pumps, data recorders, etc.
- Experience working with Microsoft Office preferred (i.e., Microsoft Word, Excel, Power Point, and Microsoft Outlook).
- High school diploma or G.E.D, minimum. Four-year degree in Science (Environmental, Geology) preferred.

### **Physical Requirements**

Standing, squatting, crouching, climbing, 7-8 hours per day. Lifting up to 20 pounds frequently, 50 – 70 pounds occasionally. Climbing ladders and entering cramped spaces on a regular basis. Using a respirator (half and full mask) as required by OSHA and/or IHSC safety regulations. Must be able to use hands for repetitive action on a daily basis. Automobile travel to and from client/project sites is expected.

**Mental Requirements**

Ability to read, write, speak and understand English well. Perform simple arithmetic. Ability to follow instructions, work with accuracy in all job activities, and work independently.

**Working Hours**

Work hours will vary, typically 40 hours per week. Some shifts include 2<sup>nd</sup> or 3<sup>rd</sup> shift or weekend hours. Some overtime may be anticipated. Overnight travel anticipated being 30% of site work.

**Working Conditions**

Work conditions will vary, depending upon the project. Includes indoors, office, commercial, construction, or manufacturing settings) and outdoors (natural or construction settings).

This job description is not intended to be all-inclusive. The employee will also perform other reasonable duties as assigned by the supervisor or other management. Management reserves the right to change job responsibilities, duties and orders as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.

I have read and understand this job description and agree to accept the responsibilities and duties as outlined. I will perform these duties to the best of my knowledge and ability.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date