

## **AUGUST MACK ENVIRONMENTAL JOB DESCRIPTION**

### **Technical Report Writer (Transaction) Effective February 2019**

A technical writer is a professional who explains scientific language and the technical ideas into simple language which can be understood by an average reader. Responsible for preparing technical reports to support due diligence related projects for one or more of the Transaction related services.

The environmental due diligence services include:

1. Phase I Environmental Site Assessment (ESA)
2. Environmental Desktop Reviews / Records Search with Risk Assessment (RSRA)
3. Project File Reviews
4. Due Diligence Peer Reviews
5. Phase II Subsurface Investigations

Work is performed with direction from an Environmental Site Assessor (assessor) and Practice Leader; under the general supervision of an Office Manager or Principal.

Specific duties include, but are not limited to:

#### **ESSENTIAL FUNCTIONS**

- Prepare, review, proofread, and modify technical environmental reports in accordance with applicable ASTM standards or client's scope of work for the assessor, Senior Manager, or Principal review.
- Provide a consistent written work product according to company's styles and standards.
- Provide figures, photographs, and supporting documentation to illustrate or clarify information presented in the body of the report.
- Review and summarize previous assessment reports, historical and regulatory records, and other documents related to site investigation and remediation (LUST, SCP, VRP, RCRA, etc.),
- Conduct interviews with property owners, occupants, key site personnel and local government officials to obtain information concerning the environmental conditions related to a property.
- Recognize and identify environmental concerns based on information provided by the assessor from research and interviews.
- Maintain communication with the assessor and/or Principal to keep them informed of any actual or potential concerns including continuous updates of when assigned tasks are to be completed.
- Perform regulatory and technical research as needed to support a project.
- Communicate internally to secure work necessary to maintain a billable goal of 72 hours per 80 hour pay period (90% productivity).

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Requires a bachelor's degree in technical/professional writing or a science based field. Some experience in technical report writing or environmental consulting is a plus. Strong computer and verbal/written communication skills are a must. Other combinations of experience and education that meet the minimum requirements may be substituted.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- The principals, practices, & techniques of engineering, geology, or chemistry.
- Phase I Environmental Site Assessment (ESA) Standard – ASTM E 1527
- Phase II Environmental Site Assessment Standard – ASTM E1903
- Geologic setting and contaminant transport.
- Regulatory cleanup programs and guidance.
- Waste regulations.
- Hazards inherent to environmental work and related safety measures.

Skilled in:

- Proper business English, spelling, and grammar.
- Performing mathematical calculations.
- Interpreting geologic and hydrogeologic information and chemical data.
- Microsoft Word, PowerPoint, Excel, and Internet Explorer.

Ability to:

- Learn job-related material primarily through verbal instruction, training, reading, researching and observation in an on-the-job setting.
- Document and organize while working on multiple projects.
- Learn to use new computer programs.
- Remain in a sitting position for long periods of time.
- Work safely without presenting a direct threat to self or others.
- Work closely and support others in a team environment.