

Position Description: Director of Remediation Services

Location: Bellingham, MA/ Albany, NY/ Portsmouth, NH/ Monroe, CT

Compensation: \$100,000 +

Purpose: To manage the entire remediation vertical segment for a regional environmental contracting company. This position requires the candidate to be capable of selling, estimating, bidding, and executing environmental remediation projects that relate to contaminated soil or groundwater.

Safety

- Make sure that project crews assembled have the required training and experience to be able to safely deliver the services.
- Insure that crews on your projects receive safety instructions as follows:
 - Individuals that have been properly trained and perform tasks on a daily basis such as removing water from fuel tanks need minimal instruction.
 - For projects with a high degree of safety risk, the on-site project team should include a Project Manager, Service Center Manager or Safety Manager.
- Immediately notify Safety Manager of high-hazard jobs, accidents or near misses.
- Instill a culture of safety.

Business Development

- Work with the Chief Sales & Marketing Officer and sales staff to penetrate and grow the entire vertical market segment.
- Aid in developing marketing strategies aimed at new market penetration and customer retention.

Project Management

- Possess full knowledge and understanding of all aspect of the contract specifications, terms and conditions.
- Develop coordinate and implement a project plan.
- Maintain daily coordination of project activities with assigned project managers, field Foremen, and Supervisors.
- Establish and track project milestones as well as quarterly business goals.
- Manage in-house technical services staff to identify opportunities to reduce costs through value engineering and best methods.
- Secure best pricing and contract terms of all outside purchase needs. Approve all subcontractor and rental invoices. Utilize vendor price quote request sheet for all subcontracted services.

- Maintains ongoing daily communication with customer, service center manager and corporate to communicate project status, changes in conditions or other key points of information.
- Prepare meeting minutes for all customer related meetings and distribute to all participants.
- Prepare submittals and provides all contract deliverables.
- Obtain change orders or submit claims for deviations from project plan due to scope changes or condition changes.
- Provide project summary report and lessons learned report to identify successes and problem areas on each project.

Employee Management & Development

- Enforce Company policies and procedures.
- Provide written reviews to Supervisors on projects with revenues greater than \$500,000 upon the completion of the project.
- Provide opportunities for employee advancement through mentoring, and on-the-job training.
- Notify Service Center Managers of good performers and underperformers on your projects.
- Make sure that employees maintain a professional appearance and properly present themselves to customers.

Administration

- Utilize vendors with corporate contracts or obtain multiple bids (minimum of 3).
- Work with accounting to quickly bill customers after services have been provided or per contractual requirements.
- Review customer invoices to insure that all services provided are accurately billed.
- Work with accounting to understand job profitability.
- Update revenue projections weekly with Billings.
- Assist in collection matters.
- Inform payroll of prevailing wage jobs and provide wage rates upon project award.
- Turn in a timesheet each Monday for the prior week.
- Turn in a WIP update to accounting each Friday.
- When ordering from vendors provide job number and request that vendor reflect job number on vendor invoice.
- Approve vendor invoice in accounting software within three business days.
- For tax exempt projects, request tax exempt certificate and provide to the Controller.
- Obtain documentation to support short payments from vendors such as revised invoice, letter or e-mail.

- Participate in weekly project management meetings.
- Attend training and integration meetings as necessary. May require travel to other service centers.
- Conduct 24x7 emergency response activity support, as necessary, throughout New England area.

Management

- Communicate routinely with the project management organization and provide project managers with technical assistance as needed.
- Provide oversight, direction, management and mentoring to the project management organization or provide project managers with technical assistance.

Equipment

- Focus on attaining a high level of asset utilization on each market project.

Teamwork/Resource Enhancement

- Increase utilization of employees and equipment through sharing resources with other service centers. Coordinate sharing of resources through central operations.
- Notify Service Center Managers promptly when projects have been awarded in their service area.