

## position summary

In this full-time, exempt position, the Environmental Permitting and Safety Analyst will complete environmental permitting, environmental compliance tasks, and safety related services. This position requires a desire and aptitude to manage time, work on multiple tasks at once, and learn on the job.



## responsibilities

The following are general duties that an employee in this position may be required to perform. The actual duties required of this position will vary.

- Under the direction of a Project Manager, complete tasks for all facets of permitting and compliance services, focusing primarily on air quality but may also include water, waste, and safety.
- Complete tasks on quick-turnaround projects from proposal to product deliverable.
- Coordinate and support projects that may include air permit applications, plan preparation (environmental or safety), and environmental reporting.
- Assist with supervision of stack testing subcontractors, managing task due dates and technical deliverable development.
- Work closely with Project Managers to ensure client satisfaction and maintaining Merjent's reputation for excellence.

## qualifications and experience

The successful candidate will have the following qualifications and experience:

- B.S. in environmental science, environmental engineering/management, or closely related science.
- Experience task managing while producing high quality results.
- Strong technical writing and oral communication skills with excellent attention to detail.
- Effective communication skills with internal team, sub-consultants, and government agency representatives.
- Strong project management, problem-solving, and analytical skills.
- Ability to effectively manage multiple, fast-paced projects and budgets, and meet deadlines.
- Ability to read, analyze, and interpret business contracts, government regulations, technical procedures, construction drawings, and industrial processes.
- Ability to adapt quickly and work well under deadlines.
- Experience/knowledge of other programs such as air quality, water, waste, spill response, and safety.

## working conditions

- Office environment. This position is based out of Merjent's Minneapolis office.
- Ability to travel nationally as necessary 10-20% of time.

Candidates interested in applying should submit a cover letter and resume to  
[careers@merjent.com](mailto:careers@merjent.com).

Merjent, Inc. will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law.