

POSITION TITLE: REGULATORY DOCUMENT DEVELOPER

DUTIES: Position responsibilities include participation on multi-disciplinary technical teams, development of regulatory documents for tank closure and salt waste disposal, technical analysis and interpretation of environmental data, development and delivery of presentations to management, DOE, and environmental regulatory agencies, and general technical support for tank closure and salt waste disposal activities and projects. Responsibilities may also include leadership roles for various projects, subcontract technical representative duties, and mentoring of inexperienced engineers and scientists.

General responsibilities include:

- 1) Draft and/or revise technical regulatory documents (similar to CERCLA type regulatory documents).
- 2) Ensure documents are developed, reviewed, approved and distributed to appropriate personnel.
- 3) Ensure that applicable regulatory guidance, data analysis, protocols, and program requirements are accurately implemented and integrated into the documents.
- 4) Prepare, route, and track documents through all stages of the review cycle.
- 5) Ensure that all project team, DOE, and management review comments are properly dispositioned and incorporated as applicable.
- 6) Assemble and maintain the appropriate documentation for project files and the administrative record file.
- 7) Participate in comment resolution meetings with DOE, NRC, EPA and SCDHEC.
- 8) Prepare presentation material to support meetings with NRC, EPA and SCDHEC.
- 9) Participate in scoping meetings and other negotiations with NRC, EPA and SCDHEC.
- 10) Provide general technical support for project teams and management.

REQUIRED QUALIFICATIONS:

Education/Experience:

- MS degree in applicable science or engineering discipline with 2 years of previous environmental experience; or
- BS degree in applicable science or engineering discipline with 5 years of previous environmental experience.

Skills:

- Technical writing skill,
- Logical thinking and problem solving skills,
- Ability to perform and interpret simple data analysis,
- Ability to work as part of a multi-disciplinary team,

Experience with EXCEL, GIS, CAD, statistical analysis, groundwater modeling, ACCESS, and ORACLE databases are all desirable.

Work Hours:

Some flexibility is available. A four-day 40-hour work week is scheduled. The applicant will be expected to work Monday through Thursday from 6:45 - 5:15. Each work day has a 30-minute non-paid lunch.

Area Security Access:

A security clearance is not required.