



<b>Job Title:</b>	Specialist Sr.- EHS Project Permitting	<b>Department:</b>	204000-Safety & Environmental Compliance
<b>Location (City &amp; State):</b>	Lakewood, CO.	<b>Business Unit:</b>	EHS & Compliance
<b>Reports To (Job Title):</b>	Manager, EHS Project Permitting	<b>Band or Level (Fixed Rate):</b>	
<b>Date Created:</b>	1/24/18		

**JOB RESPONSIBILITIES:**

**Primary purpose:**

Responsible for the filing of FERC applications, acquisition of environmental permits and other environmental authorizations to support natural gas and oil pipeline construction and maintenance projects throughout the Tallgrass Energy Partners system. Will also provide technical support to the business development, engineering and operations departments. The Sr. EHS Project Permitting Specialist will act as a first-line resource for the EHS Project Permitting Specialist position.

**Essential duties and responsibilities:**

- Coordinate, develop and oversee submittal of FERC filings, environmental permit applications, and agency consultation reports
- Proactively plan, organize, coordinate and oversee assigned project(s) environmental permitting activities for natural gas/oil pipeline construction and maintenance projects from project planning through completion. This includes feasibility studies, identification of environmental permit requirements, cost estimating, desktop/field surveys, permit application preparation/submittals, regulatory reviews, internal project team reporting, agency communications/negotiations, and construction/post-construction monitoring/reporting, etc.
- Obtain required FERC approvals, environmental permits and other environmental authorizations in a timely manner.
- Establish and maintain effective working relationships with business development, engineering, operations, land, regulatory services, and management staff.
- Assist business development, engineering and operations departments with project planning, estimating of permitting timelines and budgeting related to FERC filings or environmental permitting activities for construction and maintenance projects.
- Coordinate with other EHS staff (responsible for air permits, SPCC Plans, waste management, etc.) and other departments (responsible for non-environmental permits/authorizations) to assure clear definition of responsibilities for the different types of required permits and provide input or review where necessary.
- Manage environmental contractors performing environmental permitting support for the various construction and maintenance projects; evaluate vendor proposals and estimates, monitor schedules, track budgets and review/evaluate deliverables, such as survey reports, agency communications and permit applications.
- Develop and track overall budgets associated with environmental permitting activities.
- Provide regular budget forecast updates to project managers.
- Develop and implement compliance processes, procedures and training to ensure that company facilities are constructed/operated/maintained in compliance with land use, wetland/water body, and water use/discharge regulations and project permit conditions.
- Support company emergency response and reporting requirements for specific construction projects. On-call responsibilities may be 24 hrs./day during the project construction period.
- Offer assistance and act as a resource/mentor to the EHS Project Permitting Specialist position when needed.
- Provide status updates to manager as requested
- Deal with a wide variety of people with tact, courtesy and professionalism.
- Speak clearly, both in person and by telephone, using a high level of verbal skills and listen carefully.
- Maintain a regular, dependable attendance and a consistently high level of performance.
- Will work non-traditional hours as needed.
- Maintain a high regard for personal safety, for the safety of company assets and employees, and the general public.
- Other daily, weekly, monthly or special project duties as identified and defined.
- Other duties as assigned.

## **JOB REQUIREMENTS:**

### **Minimum requirements:**

#### **Education:**

- Bachelor's degree from an accredited institution in Science, Engineering or a related discipline.

#### **Experience/Specific Knowledge:**

- A minimum of seven (7) years direct and active work experience with FERC and NEPA processes (or comparable Federal and State programs) and wetland/water body, T&E, and cultural resources permitting requirements within natural gas or oil pipeline industry or consulting.
- Working knowledge of FERC Upland Erosion Control, Revegetation/Maintenance Plan and Wetland and Water Body Construction and Mitigation Procedures (FERC Plan & Procedures).
- Working knowledge of federal and state regulations applicable to natural gas or oil pipeline project environmental permitting requirements, including, but not limited to, Clean Water Act (CWA), Endangered Species Act (ESA), National Historic Preservation Act (NHPA), etc.
- Experience in successfully interacting with federal, state, or local agency officials related to environmental permitting authorizations.
- Strong technical, communication and interpersonal skills.
- Excellent project management and multi-tasking skills required.
- Intermediate proficiency level in MS Office applications that may include but are not limited to Excel, Word, Access, PowerPoint and Outlook.

#### **Certifications, Licenses & Registrations:**

- Must possess and maintain a valid driver's license and a driving record satisfactory to the company and its insurers (for travel).

#### **Competencies, Skills & Abilities:**

- Maintain a high regard for personal safety, the safety of company assets and employees, and the general public.
- Maintain a working knowledge of applicable company procedures, standards, and policies.
- Must have ability to successfully perform the required and expected duties with minimal direct supervision.
- Must be able to perform all essential and marginal functions of the job.
- Must be able to work with a team, take direction from management, adhere to required work schedules, focus attention on details, and follow work rules.
- Ability to successfully perform multiple tasks with strict deadlines.
- Ability to organize and prioritize daily work.
- Job level commensurate with experience and skill sets; position will be filled depending on qualifications, experience and skill sets of the successful candidate.

#### **Physical Demands:**

All of the physical requirements listed below are those that may be necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting; standing; walking or moving throughout facility; driving; talking; seeing (specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus); hearing; feeling; bending or stooping; squatting or crouching; reaching; kneeling; pushing; pulling; lifting up to 25 lbs.
- Minimal safety hazards; general office working conditions.
- Must be able to sit for prolonged periods of time.
- The employee is regularly required to use hands to type, touch, handle, or feel. The employee is required to talk and hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk and climb or balance. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

#### **Working Conditions:**

- Occasional overnight travel may be required.
- Required to carry a company-stipend cell phone and be available to respond during working hours; and may be required to respond during non-working hours, especially related to project emergencies.
- The successful candidate will be required to clear a drug screen and a complete background check, including credit report for certain positions, after an offer has been extended and prior to being employed.

#### **Supervisory Responsibility:**

- None

## **PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS, COMPETENCIES, SKILLS, & ABILITIES:**

*Above the minimum requirements; not required but advantageous in this position:*

- Direct upstream and midstream industry experience.
- GIS software knowledge and experience is preferred.
- Project experience in states that Tallgrass Energy Partners owns/operates assets.
- Applicable professional certification(s).

**Other responsibilities:**

The above statements describe the general nature and level of work being performed. This position may perform other duties as assigned.

Tallgrass Energy Partners, LP is an equal opportunity employer. Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, citizenship status, marital status, medical condition, physical or mental disability or any other legally protected status. EOE/M/F/D/V

Apply at: [www.tallgrassenergylp.com/Jobs](http://www.tallgrassenergylp.com/Jobs)