GENERAL DESCRIPTION OF POSITION

The incumbent is responsible to ensure all company facilities are achieving and maintaining compliance with all environmental regulations; to serve as a single point of contact for all environmental issues; to reduce corporate environmental liability and to lessen the economic impact of environmental regulations on the company. The environmental engineer also performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee air permit compliance activities by; preparing air permit applications for submittal to State air permitting agencies, preparing air permit reports; preparing annual emission inventory reports for submittal to State; and assist facilities with air permit compliance by monitoring record keeping; participating in state air inspections, and coordinate activities such as stack testing.

2. Oversee wastewater compliance activities by; preparing wastewater permit applications; conduct Storm water sampling and monitoring; and assist facilities with wastewater permit compliance by monitoring record keeping, participating in compliance inspections; and preparing reports and plans.

3. Responsible for all activities associated with Ponca City power plant's CEMS.

4. Oversee preparation and implementation of spill prevention and response plans required by EPA regulations for substation and power plant equipment. Assist staff and member cities with training and monitoring.

5. Oversee hazardous waste compliance activities as needed for Ponca City and Kaw plants.

6. Keep informed on state and federal environmental laws and regulations.

7. Prepare and submit inventory update reports to EPA.

8. Participate in environmental committees of trade associations and the State Environmental Federation.

9. Support and perform work related to substation, transmission, and power plant electrical projects.

10. Cross-train with OMPA's Compliance Specialist and be familiar with NERC standards.

11. Attend SPP working group or task force meetings such as the Economics Study Working Group.
12. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Technical degree required in such disciplines as Computer Engineering, CPA, etc, plus 6 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

SOFTWARE SKILLS REQUIRED
Intermediate: Database, Spreadsheet, Word Processing/Typing
Basic: Presentation/PowerPoint

COMMUNICATION SKILLS
Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS
Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

CRITICAL THINKING SKILLS
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Bachelors degree in environmental, chemical or related technical field of engineering. Must possess a valid Driver's License

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Licensed PE.

SOFTWARE SKILLS REQUIRED
Intermediate: Database, Spreadsheet, Word Processing/Typing
Basic: Presentation/PowerPoint

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED
Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in
ANALYTICAL ABILITY / PROBLEM SOLVING
Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

MENTAL DEMAND
Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

RESPONSIBILITY FOR WORK OF OTHERS
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

ACCOUNTABILITY

FREEDOM TO ACT
Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.
Medium. Job creates a monetary impact for the organization from $1mm to $10mm.

**IMPACT ON END RESULTS**
Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

**PUBLIC CONTACT**
Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

**EMPLOYEE CONTACT**
Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**
Regular use of highly complex machines and equipment; specialized or advanced software programs.

**WORKING CONDITIONS**
Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

**ENVIRONMENTAL CONDITIONS**
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, risk of electrical shock. The noise level in the work environment is usually loud.

**PHYSICAL ACTIVITIES**
The following physical activities described here are representative of those that must be met by 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 and expectations.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is regularly required to sit, reach with hands and arms, talk or hear; and occasionally required to stand, walk, use hands to finger, handle, or feel, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific
vision abilities required by this job include close vision.

ADDITIONAL INFORMATION

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.
Job Description Acknowledgement

I acknowledge that I have read the Job Description for this position and understand the requirements, responsibilities, and duties therein. I have reviewed this Job Description with my supervisor and can perform the essential functions of the position. I have discussed any questions I may have had about this Job Description prior to signing this form.

Employee Name(printed):_________________________ Date:____________

Employee Signature:_____________________________ Date:____________

Supervisor Signature:___________________________ Date:____________