

**Position Title:** Supervisor (Full Time)

**Location:** Enviro Assessments East, Inc., New Bern, NC

**Travel Required:** Yes | **Work Schedule:** M – Th, 6:30 AM – 5/6:00 P.M (~ 4-10 Schedule)

**Position Statement:** Enviro Assessments East, Inc. is looking for a reliable individual with strong work ethic, character, and management skills. EAE, Inc. has performed Asbestos, Mold, and Lead Inspections and Abatement on both commercial and residential properties for over 20 years. The Supervisor is an onsite position with a strong focus on project/personnel management in a demolition/construction environment, knowledge of regulations, and problem solving. The Supervisor will work under the Project Coordinator.

### **Minimum Requirements**

- Possess a High School Diploma or equivalent
- Able to legally operate a motor vehicle
- Able to pass a federal background check
- Completion of a 40 Hour Hazwopper training (Recommended)
- Able to lift a minimum of 50lbs
- Able to pass a respirator fit test
- Able to pass a DOT physical and PFT
- Able to pass a Drug Screening as required by certain projects/job sites
- Able to pass a Sex Offender Registry check as required by certain projects/job sites

### **Job Tasks**

- Actively supervise a crew of approximately 10 or more workers
- Understand and adhere to project specific work orders
- Interpret site maps, inspection reports, architecture drawings
- Log field data (e.g., Daily Logs, Timesheets, Photo Documentation, Hazard Assessments, etc.) daily via project management software
- Communicate effectively and tactfully with customers and contractor representatives
- Maintain a professional appearance and attitude with both your crew and equipment
- Adjust to an ever-changing environment
- Effectively manage a job site of varying size and scope
- Able to understand and adhere to Local, State, and Federal regulations
- Work flexible and/or extended hours depending on the requirements of specific projects
- Manage the completion of projects from start to end

### **Relative Knowledge, Skills, and Abilities**

- Experience in operating vehicles with towed cargo, typically equipment trailers
- Knowledgeable of OSHA, EPA, NC HHCUC, and all other necessary regulations
- Experience with construction, demolition, industrial hygiene, or other similar working environments
- Experience performing in a dynamic working environment that routinely requires multitasking
- Bilingual in Spanish (Preferred), or skilled in communicating with those to whom English is a second language
- Attention to detail that results in deliverables of consistently high quality

### **Benefits**

- Company Cell Phone
- Company Work Vehicle
- SIMPLE IRA Plan with Company Matching
- Annual Company Performance Bonus
- Paid Time Off – Fixed Amount, Mixed Company Holidays

### **Required Documents**

- Completed Application Procedure: You must apply either via Indeed or our company website at [www.eae-inc.com](http://www.eae-inc.com) on the “Careers” tab.
- Resume (*must include work history, trainings/certifications, and education*): You must include a resume when applying.

### ***EEOC STATEMENT***

Enviro Assessments East, Inc. does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.