

Environmental Scientist

Hollaway Environmental + Communications Services, a growing professional services firm located in Central Houston, is seeking exceptional candidates to support our environmental services team. The full-time, exempt position offered is an “Environmental Scientist” position, located at our headquarters in Central Houston. We are seeking the region’s best and brightest talent to support some of the most high-profile infrastructure projects in our state!

Hollaway operates on a “flex schedule,” meaning employees can work nine hours Monday through Thursday and half-days on Fridays. Depending on workload and project demands, occasional early morning, evening, or weekend work may be required. Generally, as an Environmental Scientist, you would support and maintain and manage multiple projects/accounts simultaneously as well as conducting fieldwork and preparing reports/permits.

Responsibilities

- Client and Project Management
 - Maintaining a positive rapport with Hollaway clients, interfacing and communicating with all clientele in a proactive and professional manner
 - Maintaining a positive rapport with regulatory agencies to provide creative solutions for our clients while adhering to rules and regulations.
 - Creating and maintaining internal company communication, coordination, and teaming necessary to deliver work products in a cooperative and creative manner.
 - Completion of project tasks within the specific amount of time assigned
 - Supporting a regular 30-day invoicing cycle, as needed, providing all information necessary to ensure efficient, accurate billings
 - Maintenance of 87.5% percent billability annually while completing project tasks safely, accurately, on schedule, and under budget
 - Project management, including, scope development, budget and proposal preparation, report writing, project meetings, client communication, problem-solving and strategizing, invoicing, and accounts receivable collection
- Document Development
 - Completion of technically accurate wetland delineations, biological surveys, National Environmental Policy Act (NEPA) documentation, Section 404/401 permitting, Phase I Environmental Site Assessments (ESAs), and associated reporting. This includes adherence to the Hollaway Quality Assurance/Quality Control policy
 - Support and instruct junior staff regarding report writing
 - Editing of documents and templates
- Field Surveys/Assessments
 - Leading field teams
 - Supporting the planning process for field surveys
 - Reviewing site-specific safety plans and adherence to company safety policies
 - Ability to work field hours including inclement weather, heat, cold, and/or long hours

- Participation in meetings and/or field work that may occur overnight, evenings, and/or on the weekends
- Company Operations
 - Supporting the Executive Team in the operational functions of the company to ensure profitability and the efficient use of resources, adherence to safety policies and best management practices, and maintaining constant, open communication
 - Working with the entire Hollaway Team to maintain all company equipment and supplies so that we are making the most cost-effective decisions about monthly bills, GPS units, office space, computers, vehicles, and other expenditures
 - Completion of training necessary to excel in your practice area
 - Compliance with all Hollaway policies and procedures and Non-Compete and Confidentiality Agreements
 - Performing job duties within the company's standard operations and procedures, as well as maintained compliance with job-related requests (e.g., project management plans, safety plans for public meetings, preparedness, vehicle maintenance, review process, general office culture and responsibility)
- Other Duties
 - Maintain awareness of current environmental regulations as they relate to your technical expertise. Hollaway will provide the means to attend at least one training or one professional development conference per year. Additional trainings and/or conferences may be available and are dependent on approval, pricing, availability, and schedules
 - Assistance with and support company marketing efforts
 - Participation in work and assignments that may occur in the evenings and on the weekends
 - Other duties as assigned

Experience and Qualifications

- Bachelor's degree in environmental science, wildlife and fisheries science, biology, or a related field
- Completed basic Wetland Delineation training
- 3 to 5 years of increasing responsibility in natural resources, consulting, project management, planning, science, or a related field
- Field lead experience
- Demonstrated knowledge of federal, state, and local regulations pertaining to environmental, natural and/or cultural resources, such as National Environmental Policy Act, the Clean Water Act, and the National Historic Preservation Act
- Ability to use a GPS, and read field maps
- Excellent written and oral communication skills
- Strategic and critical thinking
- Strong time management skills
- Dependable and self-motivating
- Flexible in scheduling and availability
- Punctual and respectful of schedules and deadlines
- Proficient in basic computer software programs and computer skills

- Possession of a valid driver's license
- Ability to lift 35 pounds
- Ability to sit and/or stand for long periods of time
- Environmental consulting experience preferred

Benefits Offered

In addition to the salary to be offered, Hollaway provides a competitive benefit package that includes paid time off, retirement benefits as well as medical, dental/vision, disability and life insurance. Benefit information relevant to your position includes the following:

- Group health insurance
- Vision insurance
- Dental insurance
- Life insurance
- Short-term disability insurance
- Paid parental leave
- 401K employer contribution
- Flexible spending account (FSA)
- Monthly Health and Wellness Incentive Program
- Individual Professional Development Plans
- Unlimited access to our on-line training system
- AAA membership

To apply, please submit relevant qualifications online at <https://www.hollawayenv.com/about-us/careers/>.