

Associate Environmental Scientist

Hollaway Environmental + Communications Services, a growing professional services firm located in Central Houston, seeks exceptional candidates to support our environmental services team. The full-time, exempt position offered is an "Associate Environmental Scientist" position located at our headquarters in Central Houston. We seek the region's best and brightest talent to support some of our state's most high-profile infrastructure projects! Check out our website to view our Mission, Vision, Culture, and Values and get a glimpse into who we are. www.hollawayenv.com

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. Hollaway is currently operating on a hybrid model, meaning we work remotely and occasionally in the office.

Generally, as an Associate Environmental Scientist, you would support and maintain multiple environmental services projects and clients simultaneously.

Responsibilities

- **Field Surveys/Assessments**

- Follow site-specific safety plans and adherence to company safety policies
- Gain familiarity with field survey equipment and work with the entire team to maintain field survey equipment (GPS, ATV, etc.)
- Collect scientifically accurate field data according to prescribed protocols
- Able to work field hours, including inclement weather, heat, cold, and/or long hours
- Participate in meetings and/or fieldwork that may occur overnight, evenings, and/or on the weekends

- **Document Development**

- Assist with completing 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
- Edit basic documents and templates

- **Client and Project Management Assistance**

- Maintain a positive rapport with Hollaway clients, interfacing, and communicating with all clientele in a proactive and professional manner
- Maintain internal company communication, coordination, and teaming necessary to deliver work products in a cooperative and creative manner
- Complete project tasks within the specified amount of time assigned
- Support a regular 30-day invoicing cycle, as needed, providing all information necessary to ensure efficient, accurate billings
- Maintain 87.5% percent billability annually while completing project tasks safely, accurately, on schedule, and under budget

- **Company Operations**

- Support 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
- Work 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
- Complete training necessary to excel in your practice area
- Comply with all Hollaway policies and procedures and Non-Compete and Confidentiality Agreements

- Keeping an accurate account of time and expenses
- Perform job duties within the company's standard operations and procedures, as well as maintain 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 training and/or conferences may be available and are dependent on approval, pricing, availability, and schedules
 - Prepare for and participate in occasional public involvement events and meetings (potential evening and/or weekend work)
 - Other duties as assigned

Experience and Qualifications

- Bachelor's degree in environmental science, wildlife and fisheries science, biology, or a related field
- 1 to 3 years of experience in natural resource planning, science, or a related field
- Working knowledge of markets and regulations and experience in natural resources
- Proven success in working with a team in an office and/or field team for an extended period
- Demonstrated knowledge of federal, state, and local regulations pertaining to environmental natural resources, such as the National Environmental Policy Act and the Clean Water Act
- Excellent written and oral communication skills
- Lift up to 35 pounds
- Strategic and critical thinking
- Strong time management skills
- Dependable and self-motivating
- Flexible in scheduling and availability
- Punctual and respectful of schedules and deadlines
- Strong technical writer
- Proficient in basic computer software programs and computer skills
- Able to work remotely and in-office

Preferred:

- Basic knowledge and understanding of GIS, ArcMap, ArcGIS Pro, Google Earth, Pathfinder, and Trimble GPS preferred

Benefits

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

- Group health insurance (75% covered by employer)
- Vision insurance (100% covered by employer)
- Dental insurance (75% covered by employer)
- Life insurance (100% covered by employer)
- Short-term disability insurance (100% covered by employer)

- Paid parental leave
- 401K with employer match up to 4%
- Flexible spending account (FSA)
- Health savings account (HSA)
- Monthly Health and Wellness Incentive Program (Up to \$200/ month)
- Individual Professional Development Plans
- Unlimited access to our online training system
- Access to Insperity's Perks at Work (discounts on travel, electronics, entertainment, and more)
- AAA membership