

Senior Environmental Scientist/Project Manager

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 a “Senior Environmental Scientist/Project Manager”, located at our headquarters in the Washington Corridor area of Houston, Texas. 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 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 a Senior Environmental Scientist/Project Manager, you would support and maintain and manage multiple projects/accounts simultaneously, as well as conducting fieldwork, preparing reports/permits/proposals, and supporting the QA/QC process.

Responsibilities

- **Client and Project Management**

- Project management, including, scope development, budget and proposal preparation, report writing, project meetings, client communication and relationship development, problem-solving and strategizing, invoicing, and accounts receivable collection
- Management of multiple projects concurrently
- 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 specified amount of time assigned
- Development of proposals, costing, RFIs, RFPs, and RFQs
- Supporting a regular 30-day invoicing cycle, as needed, providing all information necessary to ensure efficient, accurate billings
- Maintenance of 87.5% percent utilization annually while completing project tasks safely, accurately, on schedule, and on budget
- Mentoring staff
- Approximate balance of fieldwork and in-office work is 25 percent field work and 75 percent office work. This may differ based on project load and availability
- Support of day-to-day team delegation

- **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 junior staff regarding report writing, reviewing, and editing
- Editing and development of basic documents and templates

- **Field Surveys/Assessments**

- Leading field teams
- Supporting the planning process for field surveys
- Collecting and producing high quality technically accurate data
- Reviewing site-specific safety plans and adherence to company and project specific safety policies
- Ability to work field hours, including inclement weather, heat, cold, and/or long hours
- Participation in meetings and/or fieldwork 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 maintaining 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**

- Report to the Director of Environmental Services
- 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
- Assistance with and support company marketing efforts
- Participation in meetings that may occur in the evenings and on the weekends
- Typical work week of 40 – 45 hours
- Internal company communication, coordination, and teaming necessary to deliver work products in a cooperative and creative manner.
- Other duties as assigned

Experience and Qualifications

- Bachelor's degree in environmental science, wildlife and fisheries science, biology, or a related field
- 5 to 10 years of increasing responsibility in natural resource project management, 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
- Able to work as a leader and guide individuals in a group setting
- Strong technical writer and document reviewer
- Proficient in basic computer software programs and computer skills
- Able to work remotely and in-office
- Able to delegate and prioritize assignments

Preferred:

- Working knowledge of markets and regulations and experience in natural resources within the Gulf Coast region, coastal habitats, and central Texas. Experience in adjacent states is a plus.
- Knowledge and skills in complex projects (stream assessments, biological assessments, EAs, EIS, species specific surveys, ecological modeling, mitigation planning)
- Experience in helping to lead a team or team building initiatives
- GIS

Salary and Benefits

In addition to the salary to be offered, Hollaway provides a competitive benefits 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:

- Salary Range: \$65,000.00 - \$86,666.66
 - Opportunity for Annual Raises
 - Annual Bonus and Quarterly Spot Bonus Program
- Employee benefits:
 - Group health insurance (75% covered by employer, including dependents)
 - 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 \$200.00/ month)
- Individual Professional Development Plans
- Unlimited access to our online training system
- DEI&B Committee
- Remote work flexibility
- Access to Insperity's Perks at Work (discounts on travel, electronics, entertainment, and more)
- AAA membership for Personal Use