

GIS Specialist

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 “GIS Specialist” 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 are able to 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 GIS Specialist, you would support and maintain multiple environmental and communication services projects and clients simultaneously.

Responsibilities

- GIS
 - Diligent and careful planning and implementation of GIS deliverables including, but not limited to, maps, figures, field maps, presentations, and visual displays
 - Data interpretation and GIS support, as needed
 - Data conversion, projections and transformations, definition query, raster processing
 - Creating and maintaining geodatabases
 - Maintaining GIS data in a clear, concise, and accessible manner on the GIS drive and project folders as appropriate
 - Ability to use Pathfinder, ArcMap, ArcGIS Pro, ESRI Enterprise, Google Earth, and Trimble GPS units

- Projects and Communication
 - 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
 - Support the collection of scientific data
 - Editing of technical documents and templates
 - Adherence with the Hollaway Quality Assurance/Quality Control policy
 - Document development, as needed

- Field Surveys/Assessments
 - 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 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, 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, after one year of employment. 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 meetings that may occur in the evenings and on the weekends
 - Other duties as assigned

Experience and qualifications

- Bachelor's degree in Geographic Information Science/Systems, Geographic Information Technology, Environmental Science, Geosciences, or a related field
- Three to five years of experience in natural resources, GIS data processing and/or a related field
- Experience with Pathfinder, ArcMap, ArcGIS Pro, ESRI Enterprise, Google Earth, and Trimble GPS units
- Ability to access and interpret commonly available GIS resources
- Proven success of working with a team in an office for an extended period of time
- Strong technical writing skills
- 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 Office software programs and computer skills
- Possession of a valid driver's license
- Ability to sit and/or stand for long periods of time
- Preferred experience in the following
 - Environmental Consulting
 - ArcGIS Online
 - StoryMap
 - Web App/Web Mapping Application
 - ArcCatalog
 - Experience in converting DWG files to grid or surface
 - Python (or similar) coding experience
 - Spatial Analysis
 - Familiarity with different coordinate systems

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 (75% covered by employer including dependent coverage)
- 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

Salary Range \$54,600 - \$72,800

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

