

Environmental Scientist

As an Environmental Scientist, you would report to the Environmental Services Manager or current interim Director of Environmental Services and be responsible for supporting wetland delineations, threatened and endangered species habitat assessments, MBTA surveys, Phase I Environmental Site Assessments, permitting, and mitigation/restoration projects. This position also supports and maintains multiple environmental projects/accounts simultaneously.

Responsibilities

Project Support

- Participate in meetings and/or fieldwork that may occur out of town, overnight, evenings, and/or on the weekends
- Able to work field hours, including inclement weather, heat, cold, and/or extended hours
- Prepare and maintain team's compliance with and awareness of the Safety Plan
- Support the successful delivery of all environmental tasks and deliverables as assigned
- Complete project tasks within the specified amount of time assigned
- Attend external client meetings to gain a technical understanding of projects
- Responsible for documentation of external client meetings, as assigned
- Uphold the Hollaway Quality Assurance/Quality Control policy for all deliverables
- Support a regular 30-day invoicing cycle, providing all information necessary to ensure efficient, accurate billings

Technical Skills

- Basic knowledge and awareness of relevant rules and regulations
- Supports field data collection and proficiently prepares technical reports related to:
 - Wetland Delineations
 - Nationwide Permit Applications (Pre-Construction Notification)
 - Submerged Aquatic Resource Surveys
 - Threatened and Endangered Species Habitat Assessments/ MBTA Surveys
 - Phase I Environmental Site Assessments
 - Tree Surveys
- Attend training, both internally and externally, to support field surveys and contribute to technical report writing related to:
 - Individual Permits or Letter of Permission Applications
 - Navigation Related Permitting
 - NEPA Documentation (Categorical Exclusion, Environmental Assessment, and/or Environmental Impact Statement)
 - T&E Species-Specific Surveys
 - Section 7 Consultation
 - Permittee Responsible Mitigation
 - Wetland Mitigation Implementation and Construction
 - Ecological Restoration
 - Ecological Modeling
- Write technically accurate environmental deliverables proficiently
- Gain familiarity with field survey equipment and work with the entire team to maintain field survey equipment (GPS, ATV, etc.)

Company Operations

- Support the Executive Team in the company's operational functions 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 the training necessary to excel in your practice area and company-mandated training.
- Comply with all Hollaway policies and procedures and Non-Compete and Confidentiality Agreements
- Perform job duties within the company's standard operations and procedures and comply with job-related requests (e.g., project management plans, safety plans for public meetings, preparedness, vehicle maintenance, the review process, general office culture and responsibility)
- Maintain a positive rapport with clients, vendors, colleagues, and subcontractors proactively and professionally
- Manage and coordinate calendars to prioritize tasks, juggle multiple deadlines, and keep track of important details
- Completing project tasks safely, accurately, on schedule, and on budget in support of 90 percent UTE annually

Other Duties

- Complete training as it relates 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
- Assist with and support company marketing efforts
- Typical work week of 40 – 45 hours
- Internal company communication, coordination, and teaming necessary to deliver work products in a cooperative and creative manner.
- Support and maintain an environment of trust, collaboration, and continuous feedback.
- Other duties as assigned

Experience and Qualifications

- Bachelor's degree in environmental science, biology, ecology, environmental planning, or a related field
- 3+ years of professional consulting or related experience in environmental clearance, permitting, and mitigation/restoration
- Completion of 40-hour basic wetland delineation course
- Basic knowledge of regulations and experience in natural resources within the Gulf Coast region, coastal habitats, and central Texas. Experience in adjacent states is a plus.
- 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, and others described above
- Proven success in working with a team in an office
- Reliable editing skills
- Proficient in Microsoft applications, including Word, Excel, Outlook, PowerPoint, and Teams
- Possession of a valid driver's license
- Ability to lift up to 35 pounds
- Strong technical writer and document reviewer

Preferred:

- Completed training in ASTM E1527–21 “Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process”
- GIS experience
- Multilingual

Professional Skills

- Ability to demonstrate leadership presence and maturity
- Ability to make sound, high-level decisions in a fast-paced, dynamic setting
- Strong and effective presentation skills
- Ability to successfully handle client interactions and conflicts
- Strong interpersonal, relationship-building, and negotiating skills
- Strategic and critical thinking skills to evaluate and understand the impact of their decisions
- Exceptional attention to detail and organization skills
- Excellent written and verbal communication skills
- Ability to effectively delegate and prioritize assignments among your team
- Excellent time management skills
- Ability to work on own initiative to identify and resolve problems
- Strong ability to communicate with a variety of audiences including fellow leaders, clients, and employees.
- Active listening skills
- Possess a high level of self-awareness
- Ability to implement thoughtful and inclusive conflict resolution strategies
- Team-player attitude
- Ability to work on own initiative to identify and resolve problems
- Ability to use empathetic conflict resolution
- Ability to effectively interpret data
- Excellent and effective written and verbal skills
- Strategic and critical thinking
- Strong time management skills
- Ability to maintain project budgets
- Dependable and self-motivating
- Flexible in scheduling and availability
- Punctual and respectful of schedules and deadlines
- Reliable editing skills

What Success in This Position Looks Like

- With support from supervisor and environmental team, independently contribute to writing standard technical reports related to environmental resources described above
- Gain exposure to all aspects of environmental projects performed by Hollaway, and use this experience and knowledge to become a valuable team member and long-term asset to the firm
- Actively demonstrate a desire to grow as an environmental professional through on-the-job training and seeking relevant continuing education/certification
- Support field surveys for projects of various complexity
- Participate in companywide marketing efforts, as requested
- Organize, prioritize, and own multiple tasks while meeting or exceeding deadlines
- Professionally communicates with clients and internal team members while building trust
- Operate with simplicity, clarity, and efficiency

- Maintains continuous communications with the Management Team and appropriately escalates issues in a timely fashion
- Delivers job duties as described within Job Description

Benefits Offered

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

- Fully developed onboarding program
- 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 and dedicated budget per employee
- Tuition Reimbursement (Up to \$1,500/ year)
- Unlimited access to our online training system
- Full access to multiple web-based team collaboration and employee engagement tools
- Regular team-building activities
- Access to Insperity's Perks at Work (discounts on travel, electronics, entertainment, and more)
- AAA membership

Salary Range - \$60,000 – \$70,000 **Salary commensurate with experience and qualifications*

Hollaway is committed to providing an environment of mutual respect where equal opportunities are available to prospective and current employees. All employment decisions will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, creed, national origin, aboriginality, ancestry, marital status, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, genetic information, veteran status, age, political affiliation, or any other non-merit characteristic protected by law.

Who We Are

Hollaway Environmental + Communication Services bridges two worlds that are uniquely connected: Environmental Services and Communications Services. As such, we are a non-traditional firm that understands the big picture and provides holistic services as needed.

- **Core Values**

Significance – Our ability to drive REAL results on every project we serve.

Courage – Doing what it takes to lean in, try something new, to learn, and to overcome challenges.

Accountability – We take responsibility. Always.

Leadership – Every employee at Hollaway is empowered to serve our clients with care, to grow, to lead, and to serve the greater communities in which we live, work, and play.

Empathy – We recognize the humanity and dignity of every person we encounter, and this is at the heart of everything we do.

- **Culture**

We pull off the impossible by constantly communicating and contributing to the team first and the individual second. We make commitments and we honor them by lending a helping hand while maintaining a sense of urgency. Much is expected but much is offered as we invest deeply in the individual employee.

- **DEI+B Statement**

ALL are welcome here at Hollaway, regardless of race, ethnicity, gender, sexual orientation, age, social class, physical ability or attributes, religious values, national origin, and political beliefs. Always. We are committed to diversity, equity, inclusion, and belonging and to intentionally creating space for people to be their authentic selves.

Hollaway recognizes and honors the differences amongst our employees and celebrates the characteristics that make our team unique. By doing so, we continue to position ourselves as a leader in our industry and an example to be followed.