

Sr. Environmental Scientist II

The Sr. Environmental Scientist II reports to the Environmental Services Manager and is responsible for complex environmental clearance, permitting, and mitigation/restoration processes and planning. This position also supports and maintains multiple environmental projects/accounts simultaneously.

Responsibilities

Project Management

- Responsible for scope development, budget and proposal preparation, project meetings, client communication and relationship development, problem-solving and strategizing, invoicing
- Maintain a positive rapport with Hollaway clients, interfacing and communicating with all clients proactively and professionally
- Uphold the Hollaway Quality Assurance/Quality Control policy for all deliverables
- Complete project tasks within the specified amount of time assigned
- Support a regular 30-day invoicing cycle, providing all information necessary to ensure efficient, accurate billings
- Support of team and task delegation
- Provides guidance and instruction to junior staff on technical writing
- Responsible for the successful delivery of all aspects of the project scope
- Serve as a primary point of contact for your projects
- Schedule and lead external client/agency meetings to discuss project scope, progress, permitting/environmental clearance strategies, and issues for your projects
- Compliance with the Hollaway Project Management Flowchart
- Manage multiple projects concurrently
- Maintain team's compliance with and awareness of the Safety Plan

Technical Skills

- Lead complex wetland delineations, technical report preparation, and quality reviews; defend work to the U.S. Army Corps of Engineers (USACE)
- Lead threatened and endangered species habitat assessments and technical report preparation;
- Coordinate with natural resource agencies (e.g., Texas Parks and Wildlife Department, U.S. Fish and Wildlife Service, and/or National Marine Fisheries Service)
- Lead Phase I Environmental Site Assessment (ESA) field data collection and authors/signs complex technical reports as Environmental Professional (EP)
- Lead tree surveys, fieldwork, and technical reports; prepare tree management plans
- USACE applications: Prepares complex / more challenging applications for Nationwide Permits, Individual Permits, Letter of Permissions, and navigation-related permits [U.S. Coast Guard Section 9, USACE Section 10])
- Advise clients on permitting strategies
- Oversee National Environmental Policy Act (NEPA) documentation (Categorical Exclusion, Environmental Assessment, Environmental Impact Statement) for Texas Department of Transportation/Federal Highway Administration, Federal Emergency Management Agency, U.S. Department of Housing and Urban Development, Texas Water Development Board, and others;
- Advise clients on environmental clearance strategies; coordinate with resource agencies

- Lead species-specific field surveys and report preparation; coordinate with agencies for state or federal protected species
- Prepare complex Biological Evaluations and Biological Assessments for Section 7 Consultation; provide technical oversight; coordinate with U.S. Fish and Wildlife Service and/or National Marine Fisheries Service
- Advise clients on avoidance and minimization strategies
- Lead submerged aquatic resource habitat assessments, technical report preparation, and conduct quality reviews
- Prepare complex permittee-responsible mitigation plans; execute construction/monitoring efforts
- Lead mitigation and restoration fieldwork, documentation, and coordination with agencies for compliance
- Lead ecological modeling field data acquisition on complex assessments (coastal iHGM, Level II SCA); prepare reports; advise clients on avoidance and minimization; technical report preparation and quality reviews
- Proficient in writing, reviewing, and editing complex deliverables for the following resource topics: threatened and endangered species habitat assessments, species presence/absence surveys, wetland delineations, Phase I ESAs, NEPA documents

Business Development and Marketing

- Support successful relationships with clients, vendors, agencies, and industry leaders
- Support business development activities within the company
- Support the development of responses to RFIs, RFPs, and RFQs
- Provide support to staff in client interaction
- Participate in interviews for project pursuits
- Coordinate with the Operations Team, as needed
- Remain current on industry developments and relevant environmental regulations. Hollaway will provide the means to attend at least one training or professional development conference annually. Additional training and/or conferences may be available and are dependent on approval, pricing, availability, and schedule

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 Agreement
- Perform job duties within the company's standard operations and procedures and comply with job-related requests (e.g., project management plans, safety plans, preparedness, vehicle maintenance, the review process, general office culture, and responsibility)
- Maintain 87.5 percent UTE annually while completing project tasks safely, accurately, on schedule, and under budget

- Manage and coordinate calendars to prioritize tasks, juggle multiple deadlines, and keep track of important details
- Other duties as assigned
- Participate in meetings that may occur in the evenings and on the weekends
- Occasional travel to Houston office/region depending on project needs and company requirements
- Occasional participation in “in person” office work
- Maintain a positive rapport with Hollaway clients, interfacing and communicating with all clients proactively and professionally
- Typical work week of 40 – 45 hours

Experience and Qualifications

- Bachelor's degree in environmental science, biology, ecology, environmental planning, or a related field
- 7+ years of professional consulting or related experience in environmental clearance, permitting, and mitigation/restoration
- Working knowledge of regulations and experience in natural resources within the Gulf Coast region, coastal habitats, and central Texas as well as surrounding states
- 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 and natural resources, such as the National Environmental Policy Act and the Clean Water Act
- Strong technical writer and document reviewer
- Proficient in basic computer software programs and computer skills

Preferred:

- Current TPWD Scientific Research Permit for oysters and/or freshwater mussels
- Relevant USFWS Section 10(a)(1)(A) Scientific Permit(s)
- Professional Wetland Scientist or Wetland Professional in Training
- TxDOT Precertification(s)
- Certified Arborist
- Certified Ecologist
- 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-motivated
- Flexible in scheduling and availability
- Punctual and respectful of schedules and deadlines
- Reliable editing skills

What Success in This Position Looks Like

- Adapt swiftly to this new role and company/team culture
- Independently lead activities described herein with minimal instruction
- Act as an advisor to clients relating to environmental and NEPA compliance strategies
- Leading field surveys for complex projects described herein
- Successful Project Management, including scope development, budget and proposal preparation, project meetings, client communication and relationship development, problem-solving and strategizing, and invoicing
- Support the development of responses to RFIs, RFPs, and RFQs
- Participate in companywide marketing efforts
- 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 supervisor and the rest of the Management Team and appropriately escalates issues in a timely fashion
- Successfully implement skills and deliver job duties described within this 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 - \$82,500 – \$97,000 **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 based on 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, learn, and 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.