

## **Project Manager/Biologist**

Ironwood Consulting is looking for a Project Manager who will serve the dual function of project manager and natural resource specialist with wildlife or botany.

The primary objective of the project manager position is to organize, manage, and plan projects to meet client goals, adhere to deadlines, and comply with applicable laws.

The project manager provides oversight and execution of large and small resource projects, technical resource knowledge required to carry out biological resource studies, data collection and quality assurance/quality control (QA/QC), and all applicable reporting.

Essential Duties and Responsibilities may include the following, with other duties assigned as opportunity arises.

### **Project Manager:**

- Manages full life cycle of project expectations and budget.
- Develops and maintains a positive working relationship with federal, state, county, and tribal agencies and entities.
- Maintains good relationships with clients, sub-contractors, and internal staff.
- Supports permitting efforts with multiple agencies, facilitating compliance with NEPA, CEQA, and other regulatory frameworks.
- Contributes to project proposals, review of project contracts and scopes of work.
- Evaluates and delegates staffing needs to ensure project demands are met.
- Leads team members towards successful implementation throughout the full lifecycle of a project.
- Trains and evaluates performance of staff.
- May supervise project coordinator in the facilitation of field logistics.
- Monitors the progress of multiple projects; implementing existing processes and workflows to track deliverables and meet project schedules.
- Tracks project expenditures to maintain the project budget; provides accurate and timely invoicing to clients.
- Coordinates data collection and management; sources, analyzes, and synthesizes data for technical reports, including GIS data.
- Ensures deliverables comply with applicable regulations, standards, and best practices.

**Biologist:**

Contributes to biological resource studies, data management and QA/QC, and reporting, by performing the following:

- Assisting project resource specialists and field staff with field technology implementation and data management and QA/CC.
- Assisting project resource specialists with standardization of field data collection methodologies and protocols.
- Maintaining up-to-date knowledge of at least one natural resource area of expertise (e.g. botany, herpetology, avian ecology, wetlands, etc.), management protocols and relevant scientific literature and research.
- Participating in special status species protocol surveys, reconnaissance surveys, habitat assessments and other resource-specific surveys as qualifications permit.
- Prepares and synthesizes various technical documents, including environmental impact analyses, technical reports, and compliance reports.

Provides support to Senior Project Managers by performing the following:

- Developing and maintaining professional relationships.
- Maintaining up-to-date knowledge of regulations, requirements, and best practices.
- Facilitating project task delegation and tracking of deliverables and project requirements.
- Assisting with client communication and project deliverables.

Professional and business development:

- Develops project management experience.
- Deepens natural resource expertise in a collaborative environment working alongside high-level natural resource experts.
- Contributes to future project proposals and company processes.

**Qualifications/Experience**

- Minimal Bachelor of Science degree (B.Sc.) from a four-year college or university in the field of Biology, Botany, Ecology, Environmental Science, or related field.
- 2 years project manager or related experience.
- Experience leading a natural resource team with diverse expertise and skills.
- 3-5 years related natural resource experience.
- Strong quantitative skills and attention to detail.
- Ability to prioritize multiple time sensitive objectives.
- Strong technical writing skills.
- Familiarity with state and federal environmental regulations (FESA, CESA, CEQA, CWA, and NEPA).

- Relevant experience with local environmental permitting and natural resources studies for restoration, renewable energy, and water management projects.
- Knowledge of environmental project lifecycle.
- Familiarity of regional planning documents.
- Adept at Microsoft 365 programs including Word, Excel, SharePoint, and Outlook.
- Knowledge of field technology tools, including familiarity with using a handheld GPS unit (e.g. Garmin or similar) and ESRI FieldMaps and Survey123.

### **Certificates, Licenses, Registrations**

Scientific Collecting Permit and other field professional qualifications where applicable.

### **Other Skills and Abilities**

Candidate is expected to conduct some field work on occasion in remote locations and rugged terrain; some basic GIS skills is a plus. Candidate should be able to identify common plant and wildlife species. Excellent communication and writing skills are required. Candidate should be detailed-oriented, self-motivated, independent, and have a strong work ethic.

Pay: \$90,000.00 - \$130,000.00 per year

### **Benefits:**

- 401(k)
- 401(k) matching
- AD&D insurance
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid sick time
- Paid time off
- Professional development assistance
- Retirement plan
- Tuition reimbursement
- Vision insurance

*Ironwood believes that diversity in our teams enables diversity in perspective and approach to solving problems, both big and small. Ironwood is committed to building a diverse, equitable, and inclusive workforce so we can solve the problems faced in protecting the diversity in our wildlife. We encourage applicants of all races, ethnicities, religions, gender, gender identity, sexual orientation, age, veteran status, physical and mental ability to consider a position at Ironwood.*