



ENTRY- TO MID-LEVEL PERMITTING SPECIALIST/BIOLOGIST

Ironwood is seeking a self-motivated and task-oriented entry- to mid-level Permitting Specialist/Biologist with experience supporting environmental compliance requirements of projects in the western U.S., specifically relating to the Endangered Species Act, Clean Water Act, National Environmental Policy Act, California Environmental Quality Act, and California-specific natural resource laws and regulations. The primary objective of this position is to support Ironwood project managers in carrying out writing tasks to ensure projects meet client goals, adhere to deadlines, and are compliant with applicable environmental laws. The environmental planner/biologist provides technical writing skills, natural resource knowledge, and helps the project resource specialists and project managers prepare deliverables, carry out environmental resource impact studies, and some data collection.

This is a full-time position and is primarily office based (90 percent) with an expectation that occasional fieldwork and/or site visits will be required to understand project natural resource concerns and compliance requirements. This position will support multiple projects and include multiple responsibilities including technical writing, interpretation of scientific information and environmental regulations, and staffing coordination. The applicant will work directly with project managers with the goal of expanding project management skills.

Key Responsibilities:

- Contribute to preparation of deliverables (technical reports, environmental review documents, permit applications, environmental impact analyses) and balances the needs of multiple projects to meet deliverable schedules
- Communicate with the project manager, project resource specialists, and clients. This may entail but is not limited to participating in meetings, taking and distributing meeting notes, and sharing project status updates
- Assist in developing scopes of work, budgets, and with other marketing tasks
- Collaborate with the Project Manager on staffing needs, project timelines, and strategy.
- Coordinate with GIS staff on data collection, data management, and figure development for reports
- Participate in project meetings and prepare meeting notes and agendas
- Develop project management experience
- Deepen natural resource expertise in a collaborative environment working alongside high-level natural resource experts
- Maintain up-to-date knowledge of at least one natural resource area of expertise (e.g. botany, environmental permitting, fisheries, wildlife, wetlands, etc.), species specific survey protocols and relevant scientific literature and research
- Participate in occasional field visits and surveys including assisting with special status species protocol surveys, reconnaissance surveys, habitat assessments, wetland and waters delineation and other resource-specific surveys as qualifications permit

Expertise and Skills

- Minimum of a Bachelor of Science degree (B.Sc.) or Bachelor of Arts (B.A.) from a four-year college or university in the field of Biology, Botany, Ecology, Environmental Science, or related field.
- 2 to 5 years of experience and knowledge with environmental permitting, technical writing, and supporting biological resource studies, with a preference for California, Nevada, and/or Colorado-based experience

- Proficiency in using Microsoft 365 programs including Word, Excel, SharePoint, and Outlook
- Strong technical writing skills and effective communication skills
- Knowledge of field technology tools, including familiarity with using a handheld GPS unit (e.g. Garmin or similar) and ESRI FieldMaps and Survey123
- Familiarity with state regulations in California, Nevada, and/or Colorado and with federal environmental regulations including, but not limited to, FESA, CESA, CEQA, CWA, and NEPA
- Relevant experience with environmental permitting and natural resources studies for conservation/restoration, renewable energy, and infrastructure projects
- Experience with projects involving federal resource management agencies, including Bureau of Land Management, Bureau of Reclamation, and/or U.S. Forest Service
- Current USFWS permits or ability to be permitted for T&E species protocol surveys
- NEPA/CEQA knowledge and experience
- Familiarity with the Section 7 of the Endangered Species Act consultation process
- Familiarity with Section 401 and 404 of the Clean Water Act compliance requirements

Other Preferred Skills and Abilities

- Detail-oriented, self-motivated, proactive
- Committed to completing tasks effectively
- Organized and ability to manage multiple priorities
- Ability to identify western U.S. common plant and wildlife species
- Prior experience contributing to NEPA and CEQA documents and/or preparing environmental permit applications specific to California
- Experience with EndNote or other word processing tools
- Experience with and knowledge of permitting and compliance requirements for large-scale renewable energy projects is a plus

Salary: \$85,000 - \$105,000 per year (DOE)

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Annual professional development stipend
- Vision insurance

Work Location: Hybrid remote/on project site(s)

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.