

Job Description			
Job Title:	Environmental Planner/ Scientist / NEPA Specialist	Position Type: Salary	Full Time
Department:	Environmental	FLSA Status:	Exempt
Location:	Pinyon Environmental, Inc.	Rate of Pay:	Commensurate with experience
Position Summary			
<p>Pinyon Environmental, Inc., seeks a passionate problem solver who can effectively manage projects in the NEPA Technical Group to lead multi-discipline teams on a variety of projects, mostly in Colorado. Most projects are transportation-related, but projects in the federal, mining, private development, utilities or other markets would also be completed. The candidate will be responsible for all aspects of the project, including developing scope and budget; building a team from Pinyon's technical resources; coordinating with the client to develop strategies to meet the projects' goals; managing budget/schedule; and delivering the highest-quality services. The candidate will be a collaborator and a leader, an excellent communicator, and will have demonstrated experience working on NEPA projects in one or more of the markets described above.</p>			
Essential Responsibilities			
<ul style="list-style-type: none"> • Manage all aspects of a NEPA project, including development of scope and fee, technical discipline leads, and project management. • Project/task management and technical analysis on Planning and Environmental Linkage (PEL) studies; Categorical Exclusions; Environmental Assessments; and Environmental Impact Statements. • Project/task management and technical analysis for planning studies, reevaluations and other similar documents. • Client management in the form of responsiveness to project needs, clear communication, and strengthening/building relationships based on project work and follow-up. • Management of schedule, budget, subconsultants, and vendors for projects managed. • The responsibilities of this position include, but are not limited to those stated above. • Marketing experience developing project-specific approaches for proposals as well as fee estimates. • Complete technical analysis for one or more of the NEPA technical resource areas (i.e., biological resources, wetlands, noise, cultural resources, hazardous materials and so on). 			
Knowledge, Skills, and Abilities			
<ul style="list-style-type: none"> • Bachelor's degree in environmental discipline (e.g., environmental science, biology, environmental planning, environmental engineering). • 0 to 15 years of NEPA experience; ideally with demonstrated experience on transportation projects. • Ability to manage the environmental tasks of NEPA project independently. • Strong technical writing skills and effective communication skills. • Ability to work independently and in a collaborative team environment. • Ability to manage a NEPA project (Categorical Exclusion at a minimum) from the proposal phase to project completion. • Demonstrated ability to manage a multi-disciplined team of resource specialists (e.g., biologists, planners, historians). • Analytical data review, interpretation, and report preparation. • Ability to work independently or in a team environment with the desire to proactively identify potential solutions or approaches in dynamic, fast-paced workplace. • Demonstrated ability to manage scope, schedule and budgets effectively. • Demonstrated ability to achieve client satisfaction. • Design-build experience implementing NEPA mitigation commitments is desired, but not required. • Knowledge of state DOT, FHWA, and local agency NEPA processes, and local, state and federal permitting processes. 			
Cover Letter			
<ul style="list-style-type: none"> • The cover letter must clearly describe and demonstrate how the candidate's experience including management, communication and technical skills, would allow them to independently and successfully manage the environmental tasks associated with a NEPA/planning study. • Cover letter must also include references and example projects. 			

Send your cover letter and resume to: careers@pinyon-env.com. In the subject line, please add: **Environmental Planner/ Scientist / NEPA Specialist**