



ENVIRONMENTAL PROJECT MANAGER

The Environmental Project Manager is an environmental practitioner and project manager role, overseeing all aspects of environmental due diligence and investigations, and providing recommendations to our clients on complex environmental projects. Duties include the preparation of proposals and qualification packages, working closely and communicating with clients to complete projects successfully, managing subcontractors, leading project teams, attending progress meetings, interaction with regulatory agencies, tracking budgets and schedules, and preparing and reviewing project reports.

Responsibilities:

- Manage the completion of a variety of environmental due diligence and regulatory-based subsurface investigations, including Phase I Environmental Site Assessments, Phase II Environmental Site Assessments, Ohio BUSTR UST closure assessments and Ohio VAP investigations and remediation.
- Develop project scopes and budgets for the environmental due diligence and regulatory-based subsurface investigations.
- Oversee associates during project related office and field activities.
- Plan, prioritize, and organize a diversified workload.
- Perform standard project management duties, such as developing and managing financial and project records, contracts, bid specifications, charts, tables, etc.
- Acts as a liaison with other departments and outside agencies including high-level public and/or private contacts.
- Develop and maintain client relationships.
- Attend designated meetings with a diverse group of important external stakeholders and clients.
- Perform other duties in direct relationship to the department operations
- Conduct data analysis in order to develop conclusions and recommendations
- Adhere to company safety policies and procedures

Requirements:

- Bachelor's Degree in Environmental Engineering, Environmental Sciences, Geology, or related from an accredited university
- 8 to 10 years of related experience
- Ohio BUSTR required
- Ohio VAP experience preferred
- Proven track record of preparing and meeting project budgets/schedules
- Experience in project scoping and proposal preparation
- Sound professional knowledge and judgement
- High level of interpersonal skills to handle sensitive and confidential situations
- Ability to interact very effectively with all levels of public and private clientele, particularly the ability to provide professional opinions and advice in a constructive, professional manner at all times
- High level of organization, written communication, and oral communication skills
- A proficient level of computer skills with the Microsoft Office suite

- Collaborative skills to work constructively in diverse teams that include engineers, technicians, and non-technical personnel
- Successful post-offer, pre-employment drug screening and physical
- Successful background check
- Valid driver's license and insurable driving record
- Ability to lift and carry up to 40 pounds
- Some travel required