



Title: Environmental Project Manager

Firm: Cox|McLain Environmental Consulting, Inc. (CMEC)

Location: Tulsa, Oklahoma

Job Description: CMEC is seeking a qualified, energetic, self-motivated, and resourceful Environmental Project Manager to join our team. Position would preferably be in our Tulsa office. Duties may include preparation of environmental regulatory compliance documents, socioeconomic data collection and analysis, community impact analysis, Environmental Justice and Limited English Proficiency data collection and analysis, land use mapping, review of local plans and policies, cumulative and indirect impact analysis support, field investigations, public meeting preparation and support, collaborating with teams of discipline specialists, hazardous materials database searches, permitting support, and QA/QC reviews. Duties may also include conducting biological surveys (for migratory birds and threatened/endangered species) and habitat assessments, vegetative assessments (knowledge of Oklahoma species a must; knowledge of Texas species also preferred), performing wetland delineations, tree surveys, and stormwater/SWPPP inspections. Job may include travel and physical work in rough terrain, inclement weather, exposure to wild animals, etc. Compensation will include a competitive salary and benefits package (health, vacation, profit sharing, etc.).

Qualifications: Candidates should have a background in the National Environmental Policy Act (NEPA) and environmental permitting; experience in transportation projects (especially ODOT experience) a plus; be able to lead and support the analysis of environmental impacts; and be able to manage projects and/or tasks in a collaborative setting with multiple disciplines. Candidates should have proven experience providing a range of support to projects in a consulting environment.

Responsibilities will include preparing environmental and permitting documents in compliance with applicable governing statutes and implementing regulations; providing planning support in the design of major infrastructure projects; and supporting agency involvement, permitting, and public participation activities.

The person in this position will help support transportation and other infrastructure projects in Oklahoma, Texas, and other states, manage large task assignments and small-scale projects, perform complex analyses and studies, support business development and proposals, and interface with clients, agencies, and the public. This person will take the lead in preparing NEPA documents and permit applications, working with environmental staff and engineering clients. This position is ideal for an environmental project manager who is seeking career growth and challenging work in a multidisciplinary team environment. Experience working for a small multi-disciplinary environmental firm is a plus.

Experience Required:

- 5-10 years of experience required in environmental planning, documentation, assessment, permitting, and other related processes;
- ODOT experience preferred;



- Working knowledge of NEPA environmental compliance requirements and document preparation and clearance experience;
- Working understanding of US Army Corps of Engineers (USACE) Section 404/10 and other state and federal permits is strongly preferred;
- Existing Threatened and Endangered Species permit(s) preferred;
- Strong computer skills and proficiency in Microsoft Word, Excel, Adobe/Nuance pdf, and PowerPoint. Ability to facilitate use of GIS for analysis purposes is necessary;
- Position requires the flexibility to travel for project and fieldwork throughout Oklahoma and Texas;
- The candidate must have excellent research, analytical, and writing/communication skills plus attention to detail and commitment to quality and professionalism
- Position requires demonstrated skill in project and budget management, and commitment to QA/QC practices;
- A valid driver's license is required; and
- Bilingual (English/Spanish) a plus.

Education Required:

- B.S. in Planning, Environmental Science, Wildlife Biology, Rangeland Ecology, or related field.
- Master's degree in pertinent field is preferred.

Provide other certification information if available (e.g. American Institute of Planners, OSHA 30 hour, HAZWOPER, CPESC, CWB, PWS, etc.)

If you are interested in a challenging and rewarding opportunity with a growing firm, please e-mail (in PDF, RTF, or MS Word format) a cover letter, resume, and contact information for three references to jobs@coxmcclain.com. Please include the following in the subject line of your email: **Environmental Project Manager 2018**. CMEC is an Equal Opportunity Employer.

Website: www.coxmcclain.com

Contact: Email: jobs@coxmcclain.com (include **Environmental Project Manager 2018** in subject Line)

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