



## **Project Manager – CEQA**

Environmental Intelligence, LLC (EI) is a mission-driven and fast growing environmental consulting firm with offices in Laguna Beach, Los Angeles, and San Diego, California. We offer competitive salaries, benefits, and incentives plans for business development and professional growth. EI has projects throughout southern California and a diverse client base in the renewable energy development, utility infrastructure, oil & gas, residential development, public sectors. EI provides biological consulting, CEQA/NEPA compliance, construction monitoring, wetland delineations, and habitat restoration services. EI is looking for motivated professionals with solid technical skills and strong entrepreneurial spirit to facilitate their personal growth and success of our team.

### **Job Description:**

EI is seeking a qualified Project Manager with strong analytic and writing skills to fulfill the California Environmental Quality Act (CEQA) Project Manager position. The position will be located out of our Laguna Beach, Los Angeles, or San Diego office. The Project Manager – CEQA is a technical staff position. This position will be responsible for managing the production of a wide range of environmental documents, including writing sections of EIRs, IS/MNDs, and other similar documents. The successful candidate will lead research and prepare Negative Declarations, Environmental Impact Reports, permit applications, plans, and write technical reports. The position will also involve coordination or conducting field work including biological surveys, habitat assessments, vegetation mapping, and state and federal waters delineations on projects in California.

Other duties may include field team management and providing specialized site assessments. Further, the Project Manager's responsibilities will include maintaining positive relationships with clients and public agencies, report preparation and review, developing and managing project budgets and schedules, proposal preparation, task order preparation, and contract compliance.

### **Qualifications:**

- Direct and prepare Initial Studies, Negative Declarations, EIRs, Environmental Assessments, Environmental Impact Statements, and supporting technical studies
- Directly provide environmental services related to the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), the Endangered Species Act (ESA), Clean Water Act (CWA), and other services
- Oversee multiple projects simultaneously within scope/schedule/budget expectations and ensure quality standards on project deliverables
- Demonstrated expertise in federal, state, and local laws and regulations related to the management of natural resources and/or environmental planning in California
- Proven experience working on all aspects of multiple projects including proposal preparation, technical writing, client interactions, and field work (e.g. monitoring, site visits, site assessments)
- Ability to maintain professional relationships with diverse groups including field staff, contractors, clients, and regulators

- Aptitude to work seamlessly on multiple tasks as requested
- Experience and training with ArcGIS and GPS technologies for large scale biological resource inventories
- Experience working with federal and state reviewing agencies and clients.
- Excellent communication and interpersonal skills
- Must have a valid driver's license

**Experience:**

- A minimum of five years of experience in preparing CEQA/NEPA documents, natural resources management overseeing fieldwork and report generation and completion, scheduling and budgeting of projects
- Solid grasp of the key impact assessment and management issues as well as a high degree of technical competence and broad knowledge of impact assessment best practices.
- Experience and training in a specialized field (e.g. environmental policy, wildlife biology, etc.) is preferred

**Education:**

- Bachelor's Degree in environmental science, environmental studies, Environmental Management, Biology, Ecology, Watershed Management, or a field related to EI's services is required; Master's degree or higher is preferred.