

JOB DESCRIPTION – PROJECT SCIENTIST

Qualifications

- Bachelor’s degree in ecology, fisheries, or related field.
- 4 to 6 years of experience in environmental consulting or related organization; Puget Sound experience is preferable.
- Demonstrated experience in natural resource related field activities (i.e., marine ecology, stream and habitat evaluation, wetlands ecology, delineation, mitigation, and monitoring)
- Demonstrated experience helping clients with regulatory compliance (e.g., permitting: Sec. 404/10, 401, HPA, Shorelines, ESA); and environmental review under SEPA/NEPA.
- Strong writing and presentation skills.
- Physically able to work in the office and in the field; position could sometimes require heavy lifting.
- Available and flexible to work long hours during the week and weekends.
- Current driver’s license.
- Small boat handling and SCUBA abilities (not required but preferable).
- Proficiency in Word, Excel (including advanced functions), and Adobe Acrobat.
- Strong interpersonal and communication skills.

Expected Results

- Writing tasks are completed on time in clear and concise language with minimal revisions required.
- Field tasks are completed on time within allocated hours.
- Project tasks are well organized and coordinated to ensure timely and quality completion and responsiveness to client needs.
- Safety guidelines strictly adhered to and all questionable or unusual safety concerns reported to a supervisor.
- Effectively balances multiple commitments; strong follow-through on assigned project tasks in a timely manner.
- Exercises initiative to maintain workload and keep schedule busy with billable work; includes seeking out project work from Project Managers.
- Effective coordination, delegation, and direction given to administrative and technical staff associated with assigned projects.
- Positive attitude and service to co-workers and clients – team player on all projects.
- Timely, clear, and relevant communications to co-workers and staff in the field and office.

- Time is tracked appropriately and according to Confluence standards and time tracking guidelines.

Principal Responsibilities

- Serves as key support staff to Project Managers and plans, implements, and manages tasks within larger projects.
- Assists with preparation of presentations to clients and/or agencies as needed.
- Assists with analysis and interpretation of data.
- Assists with writing, compiling, and editing reports and/or report sections.
- Responsible for technical quality of assigned fieldwork.
- Conducts complex fieldwork in a variety of environments, including in-water and/or over-water.
- Participates in business development activities related to leveraging current client relationships and building new ones. Activities may include attendance at networking events, preparation of presentations, and providing support to marketing manager in the area of marketing communications (e.g., writing text for a service announcement sent to clients).
- Responsible for assisting in the development and application of new policies, procedures and services related to Confluence project implementation and client service, as appropriate.
- Provides technical support to co-workers, as needed.

Overall

- Develops personal skills and professional capabilities on the job and with additional training.
- Communicates anticipated or incurred problems (such as delays, resource conflicts, insufficient communication, etc.) with proposed solutions to supervisor in a timely manner.