

## **Environmental Planning Project Manager**

Honolulu, Hawai'i

Founded in 1981, SWCA Environmental Consultants is a 100% employee-owned company specializing in natural and cultural resources management and planning, archaeological and paleontological research and services, and environmental compliance. SWCA has been ranked by the Engineering News-Record as a Top 200 Environmental Firm since 2004. The firm has established a record of providing sound science and creative solutions for its clients. Our clear business focus translates into quick project response times, highly credible data and analysis, and reliable, cost-effective solutions. SWCA has over 500 employees in 24 offices representing 14 states and Guam. Together, the Hawai'i and Guam offices have 20 professionals providing a broad range of environmental consulting services to commercial and government clients throughout Hawai'i, the Pacific, and East Asia.

Our Honolulu office is actively seeking to fill a NEPA Project Manager position to prepare EA/EIS documents for federal, state, local and commercial clients. This position is a regular, full-time salaried position, reporting to the Office Director. Salary will be based on individual qualifications and experience.

### **Job Duties and Responsibilities:**

*Responsibilities for the Environmental Planner/Project Manager position include:*

- ◆ Serve as project manager for federal, state/territorial, and local environmental compliance documents prepared for land use and infrastructure projects;
- ◆ Manage multidisciplinary teams of SWCA staff and subconsultants, and multiple projects simultaneously;
- ◆ Write various sections of NEPA and Hawaii Revised Statutes Chapter 343 compliance documents, such as alternatives, existing conditions, and project impacts, and review/edit other sections prepared by resource specialists;
- ◆ Assist with preparing and monitoring project budgets, effectively guiding and scheduling technical staff, and preparing final technical reports.
- ◆ Contribute to expanding SWCA's professional reputation in natural resource consulting and research
- ◆ Serve as a client liaison;
- ◆ Ensure the quality of work products and adherence to schedule and budget objectives;
- ◆ Make client and public presentations as necessary and appropriate;
- ◆ Take initiative, resolve problems, and create improved procedures to assure client needs are met effectively;
- ◆ Work closely with SWCA staff throughout the company on interoffice projects.
- ◆ Assist the Office Director, as appropriate, with the development of new business, prepare proposals and budgets, and make proposal presentations

### **Requirements:**

Minimum: Bachelor's degree in environmental planning, environmental studies or science, community involvement, or a related field. At least five (5) years of progressively responsible experience in preparing Federal and State environmental compliance documents, including but not limited to NEPA. At least two (2) years business development experience. Working knowledge of NEPA, and Hawai'i land use regulations. A demonstrable record of excellent organizational, speaking, writing and analysis skills is required. The capacity to manage multiple tasks in a fast-paced, dynamic environment is also

required. The successful applicant will have the ability to travel as needed for projects throughout Hawai'i, Guam, and the mainland US. The successful applicant must have current eligibility to work in the United States. Willingness to learn, have fun, and grow into increased management responsibilities.

Desired: A Master's degree and experience with wetlands, endangered species, and/or cultural resources regulatory programs and permitting is a plus. Experience implementing public involvement plans and/or managing public comments is strongly desired.

**How to Apply:**

Applicants will be accepted until the position has been filled. Please send a cover letter, your resume and at least three (3) professional references to:

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*Visit SWCA's web site, [www.swca.com](http://www.swca.com), and discover why SWCA is a great place to work for environmental professionals interested in sound science and creative solutions. SWCA is proud to be an Equal Opportunity Employer and encourages women and minorities to apply.*