



## Job Description

**Date:** 11/12/19

**Title:** Ecological Project Manager (Phase I/II/III ESA)

**Pay Category:** Salary

**Division:** Horizon

**Location:** Austin

**Organizational Relationships:** This position reports to the Ecology Program Manager.

**Summary:** Horizon Environmental Services, Inc., (Horizon) is seeking an Ecological Project Manager experienced in conducting Phase I and II Environmental Site Assessments (ESAs) in accordance with ASTM standard practices, as well as Phase III characterization/remediation. Horizon, a subsidiary of LJA Engineering, is an ecological and cultural resources management firm based in Austin, Texas, with more than 30 years of experience assisting clients in both the private and public sectors.

**General Responsibilities:**

- Conducting and/or managing all phases of Phase I ESA, including research, fieldwork, technical reporting, and client coordination.
- Conducting and/or managing all phases of Phase II ESA and Phase III characterization/remediation.
- Preparing and managing client proposals, project budgets and schedules.

**Minimum Required Qualifications:**

- Bachelors degree in Environmental Science or a closely related field.
- Documented training in “ASTM E1527-13 Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process” and “ASTM E 1903-97 Standard Guide for Environmental Site Assessments: Phase II Environmental Site Assessment.”
- Meets experience requirements of Qualified Environmental Professional under ASTM E1527-13.
- Thorough understanding of CERCLA and the relevant ASTM standards.
- Minimum 5 years’ experience in Phase I ESA, and 2 years’ experience in Phase II and III assessment and remediation.
- Ability to travel as work requires and to conduct fieldwork outdoors.
- Strong communication skills.
- Excellent organizational skills.
- Demonstrated technical writing proficiency.
- Proficiency in use of MS Office applications including Word, Outlook, and Excel.
- Proficiency in use of technical field equipment including GPS unit.
- Ability to work unsupervised as well as be a productive and enthusiastic part of a team.

**Additional Preferred Qualifications:**

- Ability to generate technical report exhibits using ArcGIS software

- Familiarity with additional environmental regulations such as those concerning wetlands and jurisdictional waters of the US, threatened/endangered species, cultural resources, and general NEPA compliance.

**Physical Requirements:**

- Conducting fieldwork outdoors year-round, in various weather conditions
- Extended periods of time working on computer
- Driving to and from job sites and/or client meetings

**Reasoning Ability:**

Ability to define routine problems, collect data, establish facts, and draw valid conclusions to solve routine problems and/or deal with a variety of variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include close vision in order to accurately input data and proofread; distance vision in order to recognize and assist visitors to the department. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**To Apply for this Position**

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