



Biologist IV or Senior Biologist – Project Manager

Wetland delineation experience preferred

(Final level determined based on qualifications and experience)

Overview

Biologist IV or Senior Biologist Supervisor is an experienced biologist with specialized skills who is capable of leading teams in the field and managing projects. This role includes supervising staff and providing essential administrative oversight and mentorship to assigned team members. Individuals in this position demonstrate a strong understanding of biological resource practices, procedures, and regulatory issues.

The Biologist IV or Senior Biologist Supervisor plays a critical role in supporting Principals and peers in supervisory and project management functions. They oversee environmental permitting and regulatory compliance efforts and may serve as a liaison for agency coordination and client communication. This role may require subject-matter specialization, with responsibility for providing staff training and technical guidance within the individual's area of expertise.

With extensive biological field experience, the Biologist IV or Senior Biologist Supervisor effectively balances fieldwork, report writing, project oversight, and staff mentorship, contributing to the overall success of projects and the organization. This position is responsible for scoping biological tasks, developing proposal budgets, and overseeing projects through completion.

Essential Duties

Technical Expertise

- Oversee and coordinate multiple environmental projects while providing technical expertise in biological assessment and monitoring.
- Monitor construction zones for compliance with environmental regulations and oversee the relocation of wildlife as needed.
- Conduct focused biological resource surveys.
- Implement quality assurance/quality control plans to ensure the data collected and products prepared meet all standards and regulations.
- Document daily observations in database for GIS and statistical analysis.
- Study biological resources and environmental conditions affecting plants and wildlife.
- Identify, classify, and study plant and animal species' distribution, abundance, behavior, and physiology.
- Research and assess environmental effects of proposed projects, identifying methods to improve or maintain environmental conditions.
- Work with designated project biologists and outside experts to produce publishable research papers based on field data collected.



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- Able to read and interpret engineer drawings and map sets.
- Prepare biological/technical reports based on field data and research.
- Demonstrate project management experience, including budget and schedule management.
- Provide summaries of biological constraints and support regulatory permit applications.
- Exemplify excellent organizational and time management skills.
- Communicate clearly and professionally within and outside of the organization.
- Demonstrate respectful behavior and active listening with team members.
- Maintain specific certifications and permits

Project Management

- Review project/contract documents to recommend and implement procedures for project completion.
- Set deadlines, assign tasks, coordinate schedule with staff, and define project scope and responsibilities.
- Define project objectives, oversee quality control, monitor budgets, and ensure all aspects of the project are completed on time and in compliance with regulations.
- Identify, assess, and minimize project risks to ensure successful project completion and compliance with environmental guidelines.
- Communicate effectively with clients, agency personnel, contractors, and other stakeholders about project progress, biological findings, and any concerns.
- Ensure timely communication of observations to associates, client representatives, contractors, and trustee agencies as appropriate.
- Assist with permit package development and groundwork for regulatory permit applications.
- May support principals and associate principals with scheduling staff or field assignments.
- Provide support to other project managers as needed to ensure project success.
- Implement quality assurance/quality control plans to ensure data and products meet all standards and regulations.
- Mentor junior staff into project management succession.



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Supervisor and Staff Management (preferred, but not required)

- Supervise, support and mentor other field staff.
- Train, monitor and provide technical support at all staff levels.
- Brief and resolve issues with employees when a resolution is needed.
- Conduct performance evaluations for direct reports and contribute to performance evaluations of other staff as needed. Assess the work performance of their employees and identify areas that need improvement.
- Manage the workflow of your employees, creating team schedules and delegating tasks.
- Ensure that business goals, deadlines and performance standards are met.
- Train and onboard new hires to make sure they understand their roles.
- Set goals for staff and make sure they comply with the company's plans and vision.
- Enforce company policies and procedures.
- Reporting performance and behavioral records to People Operations by following documentation procedures.
- Review and approve timesheets and other requests in accordance with company policies and procedures.

Additional Duties

- Effectively delegate various tasks to the appropriate people when needed.
- May be involved in supporting other Project Managers with scheduling staff or field assignments.
- Provide high-level support in specialized fields and throughout the organization.
- Present scientific findings at professional conferences.

Minimum Required Qualifications

Education: Bachelor's degree in Biology or other Science related curriculum; Master's degree or PhD in related field a plus.

Experience: 8+ years in biological or environmental consulting, or related field of experience.



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Knowledge: Must be proficient in database management, report writing, employee management, biology and compliance management. Advanced knowledge of company policies and procedures.

Skills: Excellent writing and communication skills required. Advanced leadership and team management skills. Expertise in biological and environmental consulting.

Abilities: Able to work in busy environment and able to make careful, correct decisions while under stress.

Licenses/Certifications: Wildlife biologist certification and species handling permits strongly preferred. Must also have a valid Driver's license.

Working Environment

Physical Requirements: While performing the job duties, the employee is regularly required to sit; use hands to handle and feel; reach with arms; and talk or hear. The employee is required to stand and walk at least 5 miles over variable terrain and must frequently lift and/or move up to 50 lbs.

Mental Effort: Strong ability to listen and assess the situation for proper conclusion. Requires effective concentration.

Working Conditions: Approximately 50% of time is spent in an office environment. Approximately 50% of time is spent in the field.

Pay Range

\$40.00 – \$50.00 per hour, depending on level, experience, and qualifications.

This job description is not intended to be all inclusive all job duties and responsibilities. Althouse and Meade, Inc. reserves the right to revise this job description as it deems necessary. This job description does not constitute a written or implied contract of employment. Requirements are representative of minimum levels of knowledge, skills, and experience required. I acknowledge I have read and understand my responsibilities stated in this job description.