



---

## Senior Biologist-Project Manager (Wildlife & Natural Resources)

---

### **Overview**

The Senior Biologist-Project Manager oversees multiple projects to ensure all work product details and reporting requirement deadlines are met. This role requires project management over multiple projects simultaneously as well as preparing regulatory agency permits such as CDFW 1600, RWQCB 401, USACE 404, and other agency permits as needed. Environmental Permitting Specialist delegates and manages staff members and contractors involved in projects. The Senior Biologist-Project Manager works with Principal Scientists to provide biological consulting including, but not limited to, wetland delineations, biological resource surveys, development and conservation planning, and project compliance with ESA, CESA, CEQA, NEPA, Clean Water Act, Fish and Game Code, and National Pollutant Discharge Elimination System. Establishes and fosters an impeccable reputation with agencies, clients, and stakeholder groups that comprise the environmental industry. Seeks out opportunities to deepen their knowledge through professional development and the attainment of professional certifications and licenses. Finally, the person in this role must be an excellent communicator, who is equally proficient in written, verbal, and discursive communication.

Due to the unique nature of this role, on-site, remote, and hybrid options, are considered.

### **Essential Duties**

- Performs senior-level biological fieldwork and biological assessments
- Effectively manage and schedule field staff for daily fieldwork
- Review timesheets, time off requests and field reports
- Point of contact for all contractors, sub-contractors, clients and various government agencies
- Meet with new contractors to inform them of various regulations and the biologist's role in protecting the local species and habitat
- Involved in daily contractor meetings
- Involved in company and government agency conference calls
- Review, monitor and evaluate contractor documentation for adherence to compliance regulations and standards for solar construction
- Responsible for project management
- Review, edit and write technical reports for wildlife hazard management, restoration, and biological resources
- Oversee compliance reports and documentation reporting to government agencies



---

## Senior Biologist-Project Manager (Wildlife & Natural Resources)

---

- Ensure all reporting is completed to meet agency deadlines
- Supervise, support and mentor junior field staff
- Support data management staff regarding assigned projects
- Recommend and implement changes to procedures when necessitated by new requirements
- Train, monitor, and provide technical support at all staff levels
- Assist wetland delineation projects
- Assist and provide technical expertise in proposal efforts
- Maintain biologist skills including survey methods and field identification of species
- Maintain specific certifications and permits
- Maintain well-organized paper and digital files
- Maintain tidy and clean workspaces
- Brief and resolve issues with clients and employees when a resolution is needed
- Communicate effectively with executive staff, project managers, and clients

### **Additional Duties**

- Delegate various tasks to the appropriate people when needed
- May assist in performance evaluations for biologists and leads
- Coordinate field supplies with office staff
- Perform other related duties and support other departments as required

### **Minimum Required Qualifications**

**Education:** Bachelor's or master's degree in biology, Environmental Sciences, Natural Resources, Wildlife Management or related field.

**Experience:** At least 10 years of experience in wildlife biology, field botany, environmental sciences, or related field.

**Knowledge:** Must be proficient in database management, report writing, employee management, biology and compliance management.



---

## Senior Biologist-Project Manager (Wildlife & Natural Resources)

---

**Skills:** Proficient analytical, data management, and technical writing skills.

**Abilities:** Able to write clear and concise reports, and able to keep accurate field notes during monitoring and fieldwork. Accomplished leadership skills. Organized in managing multiple projects.

**Licenses/Certifications:** Licensed or certified to handle or survey for applicable endangered species a plus. Must also have a valid California Driver's license.

**Working conditions:**

- Occasionally able to lift, pull or push up to 50 lbs. Will sit, stand or walk short distances for up to the entire duration of a shift. Able to wear personal protective equipment (including but not limited to; steel-toed shoes, gloves, safety glasses, hearing protection and respirator).
- 50% of time is spent in an office environment. 50% is working in the field with staff.

**Pay Range**

81,120.00 – 105,000.00 per year, depending on experience and qualifications.

**Submit Your Application**

When applying, please answer the following questions in your email and/or cover letter.

- How many years of experience do you have writing and preparing the following permits: CDFW 1600, USACE/RWQCB 401/404 permits, USFWS permit, CEQA, NEPA, CDP.
- How many years of experience do you have with wildlife biology, botany, and ecology?

*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.*