



**POSITION DESCRIPTION:
ASSISTANT ENVIRONMENTAL SCIENTIST**

POSITION PURPOSE

Assistant Environmental Scientists use their species specific and relevant environmental knowledge to provide important services pertaining to the health of communities and work to protect the environment from serious hazards. This position is an entry-level professional position with responsibility for assisting in the collection, interpretation, and analysis of field data and research for inclusion in technical NEPA and CEQA documents. The Assistant Environment Scientist will collect field data and provide relevant notes necessary in the analysis of environmental problems in order for more senior staff to develop solutions to these problems. This includes the assessment of the risks of new construction to the environment. This position is essential in building a strong foundation in the environmental science discipline within QK.

WHAT YOU'LL DO

ESSENTIAL TASKS AND RESPONSIBILITIES

- Assist in conducting wildlife, plant and habitat surveys, inventory, and analysis
- Observe and monitor species in the field
- Assist in preparation of analysis, mitigation plans, regulatory compliance / permitting documentation and land use monitoring for natural / biological resources protection
- Research agency records and literature
- Work with agencies to acquire permits
- Draft portions of documents for inclusion in NEPA and CEQA documents
- May compile data and information for public presentations
- Assist with GIS data research and analysis
- Other duties as assigned or as needed in order to successfully complete project deliverables or meet internal goals

WHO WE NEED

ESSENTIAL SKILLS AND ABILITIES

- Ability to organize research, collect and analyze data, generate and evaluate alternatives, reach logical conclusions, and formulate consistent recommendations
- Ability to compose project reports and other technical documents
- Basic knowledge of GPS and GIS applications are a plus
- Proficient in MS Word and Excel
- Quantitative analysis skills
- Ability to work in a team environment
- Critical thinking skills
- Technical writing skills
- Ability to sit and stand for long periods
- Strong ability to communicate well (in written and verbal) with other staff, clients, and agencies to accomplish team goals
- Visual acuity and manual dexterity
- Ability to perform repetitive wrist and hand motions required
- Ability to travel to field sites and walk long distances may be required on an ongoing basis or sporadically, as needed



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PREFERRED SKILLS AND ABILITIES

- Drive to be helpful to internal team members
- Ability to create strong relationships, including one of a mentor/protégé capacity
- Able to remain flexible with the ever-changing workload, working conditions and project/agency requirements
- Ability to drive one’s own career path, develop relationships with mentors, and seek opportunities for growth
- Well organized and unafraid to work against a deadline
- Proven self-motivation

EDUCATION

- Bachelor’s degree in biology, botany, wildlife management, ecology, environmental biology, or environmental science
- Basic knowledge of GPS and GIS applications are a plus

EXPERIENCE

- One (1) to three (3) years’ experience (or comparable education), especially in the areas of NEPA and CEQA compliance, wetlands delineations, CWA, ESA, and related federal and/or state environmental compliance regulations. Field experience in California preferred.
- Experience using field equipment

ORGANIZATIONAL RELATIONSHIPS

The Assistant Environmental Scientist provides support to the all members of the environmental scientist group, as well as the planning group. Assistant Environmental Scientists are assigned to a Group Leader for managerial purposes but will also receive guidance and direction from the discipline’s Technical Leader. The Assistant Environmental Scientist is encouraged to create a mentor/protégé relationship with one or more senior members of the bio team. Assistant Environmental Scientists are expected work with both planning and bio team members throughout the entire firm in order to promote our “One Company” philosophy.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: