

November 2022

## **Project Environmental Planner Denver, Colorado**

Do you have a passion for Planning? Working on projects based in wilderness, national parks, national forests, and other public lands? How does combining your skills and passion to solve intricate challenges through teamwork and technical expertise - sound like you? Great! If so, ERO is for you. We are seeking a **Project Environmental Planner for our Denver, Colorado office.**

At ERO, we have done exactly that for 40 years. Our diverse team of scientists, planners, and subject matter experts work together to craft innovative solutions within multiple regulatory frameworks while balancing change in our region with natural and cultural resources protection. Did we mention ERO is a certified women-owned business in Colorado?

We're always looking for dynamic and engaged people to join our team! Bring your expertise, your ingenuity, and your vision. Let's see the impact we can create, together.

### **Position Overview**

The Project Environmental Planner/Project Manager requires broad overall understanding of environmental regulations including NEPA, Endangered Species Act, and Clean Water Act and the relationship among them. The Project Environmental Planner is knowledgeable in and has experience managing small- and large-scale projects, most often related to NEPA analyses and/or land and resource planning projects involving complex resource issues, agency relationships, and stakeholder dynamics. Duties for this position typically include performance and oversight of teams performing a full range of environmental analyses. A Project Environmental Planner will also be trained in and have significant experience managing public involvement efforts for NEPA or other planning projects. Other duties include development of large and complex planning documents such as EISs, resource management plans, habitat conservation plans, and/or other management plans, and management of project teams and junior staff. A Project Environmental Planner has extensive experience in agency coordination with various federal and state agencies.

Project Environmental Planners are expected to effectively manage large, complex projects from start to completion, understanding the needs of the client and create the project teams needed to complete the required work on time, within budget, and with high quality. The position requires a "consultant" approach and mentality to meet project schedule requirements and demands. The position may require greater than 40 hours per week during certain times of the year and may require occasional evening or weekend work based on project schedules. Project Environmental Planners are expected to have the knowledge and experience to effectively carry out their responsibilities with limited reliance on a Principal or other Senior Project Manager.

## **Core Competencies**

The Project Environmental Planner/Project Manager is expected to maintain a high level of competence in the following:

### ***Business Development***

- Develop and execute detailed scopes and assumptions for projects of multiple size, complexity, staffing, budgets, and timing.
- Conduct marketing efforts, client outreach, and retention through direct coordination, conferences, and other business development efforts.
- Successfully help win small and large projects for ERO.
- Manage Master Services Agreements or other blanket client agreements.

### ***Project Management***

- Develop and execute work plans and processes that meet the needs of the client to address complex environmental and/or regulatory issues.
- Effectively communicate with clients, professional agencies, staff, and other teams regarding report writing, correspondence and coordination
- Prepare work plans and project management, communication, stakeholder involvement, or other types of high-level project management.
- Coordinate with stakeholders for feedback on scope, assumptions, and cost.
- Lead/facilitate multi-agency/stakeholder meetings and public meetings.
- Complete or direct completion of basic and complex regulatory documents independently, thoroughly, within schedule, and within budget.
- Delegate report documentation to junior- and mid-level staff efficiently and communicate clearly budget and billing codes and expectations, scope, tasks, and schedule.
- Coordinate or direct completion of complex deliverables, such as technical reports for NEPA projects and large environmental compliance documents.
- Maintain and ensure scientific and regulatory integrity.

### ***Leadership***

- Set the example and take a leadership role by assisting with mentoring and training junior staff.
- Maintain company standards and high-Quality Assurance/Quality Control.
- Continue educational professional development to be an expert in your field.

### ***Skills and Abilities***

- Proficiency in Microsoft Office Suite products and Adobe Acrobat.
- Effective communication skills – written and verbal.
- Organization, managing multiple priorities, oversight of project staff and deliverables.
- Proven ability to conduct project management tasks and handle multiple priorities including oversight of project staff and deliverables
- Proven knowledge/skill of government agency guidelines and requirements to produce regulatory compliant and on-budget project deliverables.
- Ability to collaborate with teams (GIS, Administrative and others) throughout the company
- Interpret and understand natural resource regulations, including NEPA, Colorado Fish and Wildlife Plans, Clean Water Act, Endangered Species Act, and National Historic Preservation Act.
- Experience in participating and undertaking field projects to develop technically sound scopes of work and reasonable cost proposals.

- Creative thinking to adjust to unforeseen circumstances.

### **Physical Requirements**

When in the field project areas may be located at high elevations in rugged terrain. Applicants must be physically capable and possess the skills necessary to perform all aspects of fieldwork and be able to lift 20 pounds. Work may also include periods of sedentary work including sitting / standing and use of a computer.

ERO offers a very competitive compensation package that includes:

- Salary position with pay range of \$70,000 – \$95,000 annually, commensurate with experience
- 10 hours/month paid vacation accrual (separate sick leave bank)
- Seven paid holidays and office closure between Christmas and New Year's Day
- ERO pays on average 80% of Health, Dental, Vision and other insurance packages
- 401(k) and financial planning assistance
- Generous cell phone and office equipment stipend
- Annual profit sharing and retirement plan contributions
- Education opportunities including external workshops, classes, and mentorship with ERO Principals.
- Opportunities for advancement, including opportunities for Associate and Board-level ownership for the right candidate

Qualified applicants should send an email with PDF cover letter, resume, and writing sample to [opportunities@eroresources.com](mailto:opportunities@eroresources.com) with **Project Environmental Planner** in the subject line. Only potential candidates will be contacted for interviews.

ERO participates in e-verify and pre-employment background screening services. ERO is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, and covered veterans to apply. For more information about ERO, visit our website at [www.eroresources.com](http://www.eroresources.com).