

# NEPA Project Manager- North Wind Resource Consulting

[NEPA Project Manager 1927B NWRC at North Wind Group \(breezy.hr\)](#)

**Location: Phoenix, AZ**

**Title: NEPA Project Manager**

**Schedule (FT/PT): FT**

**Travel Required: As Needed**

**Clearance: Ability to Obtain**

Incorporated in 2011, North Wind Resource Consulting's core capabilities include environmental documentation and permitting; natural and cultural resource surveys; wildlife and botanical expertise; National Environmental Policy Act (NEPA) technical services; historic and prehistoric surveys; environmental consultation such as Section 106 for cultural resources, Section 404 for wetlands, and Section 7 for endangered species; and Geographic Information Systems (GIS) and mapping capabilities. North Wind Resource Consulting maintains offices across the country.

North Wind Resource Consulting (North Wind) is seeking a mid to senior level Project Manager to provide management and oversight for a variety of environmental projects, with a strong emphasis on the National Environmental Policy Act (NEPA). This position is based in the Phoenix metropolitan area. At least 50% of time for this position will occur on-site for the Bureau of Indian Affairs (BIA) in Coolidge, AZ; this will require travel to Coolidge, AZ typically 2 – 3 days/week on average. The remainder of time will be devoted to managing other projects/clients in AZ, and potentially other states. This position is also responsible for client relations, business development, and mentoring junior staff.

## **Job Description**

- Requires managing interdisciplinary teams supporting the preparation of NEPA and other environmental documentation.
- Conducted primarily in an office setting.
- Requires the ability for some limited travel, which would include project meetings, business development, and occasional fieldwork.
- Plans, manages/supervises, coordinates NEPA and other environmental planning efforts ensuring documentation meets prescribed quality standards and complies with regulations and agency policy and guidelines.
- Develops project schedules to track the status of work elements and regulatory processes.
- Supports the client/agency with technical liaison between other entities such as the agency offices, internal legal counsel, other federal, state local agencies, and Tribal governments, other contractors and external customers.
- Coordinates identification of inventory and data collection needed to conduct various environmental analyses (e.g., cultural resources, water and air quality, hazardous and solid waste, etc.) in support of decision-making efforts, including NEPA.
- Supports the agency spokesperson for environmental planning efforts and assists in public contact including scheduling interagency and public meetings, recording comments, initiating responses, and systematically ensuring that NEPA and other processes meet specified public

involvement regulations and are implemented to conform to other agency planning documents and supports coordination with other federal, state, and local agencies, Tribal governments and public interest groups.

- Responsible for the completion and quality of the environmental documents and providing guidance to interdisciplinary team specialists, establishing completion schedules, proofreading, editing, and managing any review processes.
- Business development activities include identifying NEPA opportunities, preparing proposals and budgets, and successfully growing the NEPA business line. Also, supervise and mentor junior personnel in multidisciplinary roles.

### **Qualifications**

- At least five years of practical experience in managing, coordinating, and writing environmental compliance documents including Environmental Assessments (EAs), Environmental Impact Statements (EISs), and Categorical Exclusions (CEs). Experience in supporting technical reports including biological assessments and cultural resource reports and working with regulatory agencies such as the U.S. Fish and Wildlife Service (USFWS), State/Tribal Historic Preservation Office(r) (THPO/SHPO), and other state and federal regulatory agencies. Experience overseeing the full spectrum of environmental resources and managing an interdisciplinary approach. Other required skills include:
  - Ability to work independently and with teams to prepare technically complete and legally defensible environmental documents including analyses (EAs, EIS, etc.)
  - Client interface, monthly reporting, project tracking, and execution of contract scope
  - Strong communication, prioritization, and organizational skills
  - Proficiency in utilizing multiple word-processing and database applications including MS Office applications (Word, Excel, PowerPoint, Access)
  - Excellent proof-reading and writing skills
  - Strong oral and written communication skills; ability to effectively present information and respond effectively and sensitively to questions from clients and the general public
  - Ability to work independently, as well as part of a team, to make decisions, solve problems, exercise good judgment, work under pressure, and work with minimal supervision while prioritizing workload
  - Well-developed interpersonal skills; ability to work effectively and cooperatively with all levels of management, staff, and clients as well as outside business associates
  - Ability to work accurately, follow schedules/timelines and handle multiple priorities

### **Desirable Skills**

- Experience working with DOI agencies, including BIA
- Experience working with Tribes
- Experience with Clean Water Act analysis and permitting
- Experience implementing NEPA analysis in accordance with CEQ and DOI guidance
- Familiarity with federal, state, and agency laws and regulations related to the protection of biological, cultural, environmental, and social resources

North Wind offers a competitive pay and benefits package to include health, life, and disability insurance benefits, 401(k) with company match, generous paid leave and tuition reimbursement for eligible employees. As a company, we are committed to employee wellness, professional development, and work-life balance. We value safety, reliability, and commitment to our people! For more information about our benefits or hiring philosophy, visit the North Wind Career Opportunities Page.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The nature of those accommodations will be determined on a case-

by-case basis. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process, or are limited in the ability or unable to access or use this online application process and need an alternative method for applying, you may contact our Helpline +1.208.528.8718 or use the Request for Reasonable Accommodation form to get assistance.

North Wind is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, religion, or other legally protected status. All qualified applicants will receive consideration for employment without regard to their protected veteran status and will not be discriminated against on the basis of disability.

Proof of citizenship will be required as a condition of employment.

Candidates may be required to obtain and hold a Secret or Higher US Government Clearance.