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## NEPA Specialist

**Request** NWR-02:SK0419  
**Company** North Wind Resource Consulting  
**Location** Phoenix, AZ  
**Job Type** Full Time  
**Date** 4/8/2019

### Job Description

North Wind Resource Consulting is seeking a mid to senior level National Environmental Policy Act (NEPA) Specialist to primarily manage projects predominately in the AZ, NM, NV, CA, and UT region and potentially other states. The position will require working with interdisciplinary teams supporting the preparation of NEPA documentation through the direction of the Project Manager. Work will be conducted primarily in an office setting. The position requires the ability for some limited travel. Per diem and lodging are provided for all project work requiring overnight stays away from employee's home office. Plans, manages/supervises, coordinates NEPA efforts ensuring documentation meets prescribed quality standards and is in compliance with NEPA and CEQ regulations and agency policy and guidelines. Develops project schedules to track the NEPA process and manage the public involvement process. Supports the client agency with technical liaison between other entities such as the agency offices, internal legal counsel, other federal, state and local government agencies, Tribal Governments, other contractors and external customers. Coordinates identification of inventory and data collection/analysis needed to conduct NEPA decision-making efforts. Supports the agency spokesperson for the NEPA planning efforts and assists in public contact including; scheduling interagency and public meetings, recording comments, initiating responses and systematically ensuring that the NEPA process meets specified public involvement regulations. Ensures that the NEPA process is implemented so as to conform to other agency planning documents and is responsible for the coordination with other federal, state, and local agencies, tribal governments and public interest groups. Responsible for the completion and quality of the NEPA documents and providing guidance to interdisciplinary team specialists, establishing completion schedules, proofreading, editing, managing the public review process. Business development activities to identify NEPA opportunities, prepare proposals and budgets, and successfully grow NEPA practice. Supervise and mentor junior NEPA specialists and multidisciplinary support personnel.

### Qualifications

Master's Degree in a natural resource or closely related field.

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Preferably, at least ten years of practical experience in managing, coordinating and writing NEPA compliance documents including Environmental Assessments (EAs), Environmental Impact Statements (EISs), and Categorical Exclusions (CEs).

- Experience in supporting technical reports for NEPA compliance including biological assessments and cultural resource reports and working with regulatory agencies such as the U.S. Fish and Wildlife Service (USFWS) and State Historic Preservation Office(r) (SHPO).
- Experience overseeing the full spectrum of resources typically addressed in NEPA documents and managing an interdisciplinary approach.
- Experience with CWA Section 404 analysis and permitting is a plus.

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