

## Reclamation/Natural Resources – Project Manager (240329)

<b>Posting Dates</b>	April 1 – May 3, 2024
<b>Pay Range</b>	\$75,000 - \$90,000/year
<b>Location</b>	Remote - Colorado's Front Range (Within 60 minutes of Greeley)
<b>Education</b>	BS/MS in Project Management, Biology, Environmental Science, Soil Science, Range Ecology, Natural Resources Management, or equivalent degree or experience.
<b>Professional Experience</b>	5+ years
<b>How to Apply</b>	Email resume and cover letter to <a href="mailto:info@confluence-cc.com">info@confluence-cc.com</a>
<b>Position Type</b>	Full-Time: Salaried exempt.

### About Us

Confluence Compliance Companies, LLC (Confluence) is a growing team of environmental professionals based in the Rocky Mountains. Our employee-focused company provides competitive pay and benefits in a flexible work environment. Our goal is to deliver the highest quality work product at the lowest cost. We achieve this by finding and retaining skilled professionals who are adaptable and recognize the importance of continuous improvement, standardization, and effective communication. Our team understands that the only guarantee is change and we thrive on the opportunities that come from constantly changing regulatory, social, economic, and technological environments. If you are a high performing, flexible problem solver looking for an opportunity to join a team of like-minded professionals, we would like to hear from you.

### Description

Confluence is seeking qualified individuals to support the development and growth of Reclamation Programs in the Rocky Mountains. The position will require occasional travel to project sites to provide oversight of company personnel and contractors, to audit conformance with health and safety policies, and to generally evaluate project status and scope conformance for project teams. Successful candidates will have demonstrated technical writing abilities and extensive experience reviewing documents, a valid driver's license, have excellent verbal and written communication skills, be comfortable working alone at remote locations, possess excellent attention to detail, be able to perform in a fast-paced collaborative work environment, and be self-motivated. This is a senior-level position where demonstrated competency and technical expertise is expected of any applicant.

## Responsibilities

- Document drafting and reviewing.
- Develop and support continuous improvement of program procedures and policies, standardized data collection formats, data analysis and reporting mechanisms, and employee guidance.
- Prepare scopes of work (SOW) and budgets for new and ongoing projects and monitor for, and communicate, any deviations from plans.
- Develop/draft policy documents and training materials for Confluence personnel.
- Schedule and coordinate meetings to deliver environment, health, and safety (EHS) training and reviews of company policy.
- Prepare and coordinate development of all aspects of simple and complex proposals for new business opportunities.
- Direct communication with clients and regulators.
- Support interviewing, hiring, mentoring, training, and managing junior team members.
- Review and approve timesheets for supervised personnel.
- Review invoices for budget compliance, communicate deviations, and resolve invoice disputes, and aging accounts receivable.
- Ensure project documentation standards and practices comply with company and client policies, and where applicable regulatory requirements.
- Complete and participate in daily safety planning exercises for field work and ensure all project safety planning requirements are strictly adhered to.
- Participate in the development and enforcement of work product standards and represent the company in product deliverables and personal behavior.
- Travel to and from job sites in personal and/or company provided field vehicles.
- Maintain accurate time and submit time and expenses weekly.
- Provide senior-level review of produced reports and associated documentation and deliver those materials to clients and regulators.

## Requirements

- Strong attention to detail.
- Demonstrated technical writing experience and proven ability to draft and review documents.
- Demonstrated project experience and technical expertise.
- Ability to multi-task and manage your own time.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office and Adobe Acrobat software.
- Have a home office with a reliable internet connection conducive to remote work.
- Have a computer capable of running company software that performs reliably and meets network security requirements.
- Be self-motivated and comfortable working without supervision.
- Maintain auditable personal notes on work completed to backup billed project work and approved indirect time.
- Comply with all Confluence and client policies and procedures.
- ***This is a safety-sensitive position which will require the following:***
  - *A current driver's license and safe driving record.*
  - *Background check.*



- *Drug and alcohol screening (pre-employment, random, and post-incident).*

### **Preferred Qualifications**

- Oil and gas industry experience.
- Experience with Esri (GIS) products and concepts.
- HAZWOPER and First Aid/CPR certification.
- Remediation and reclamation project experience.
- Experience with plant identification and reclamation/restoration project planning.
- Experience surveying for and reporting findings for threatened, endangered, and sensitive plant and animal species.
- Wetland delineation certification.

***Confluence Compliance Companies, LLC is an equal opportunity employer and verifies employment eligibility for new employees through the E-Verify system.***

