

# Project Manager Position Description

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*One world. Forward-thinking scientific professionals always pushing forward to preserve the resources of our planet, one project at a time. Leading the way with our utility and infrastructure partners towards balancing real-world construction challenges with environmental stewardship and responsibility. Real World Progress.*

## **Project Manager Overview:**

The ideal Project Manager will have experience managing and leading environmental projects in gas, electric, water, solar, wind, battery storage, and renewable energy sectors, and thrives with adjusting multiple puzzle pieces for the various projects. If you are detail-oriented and extremely well organized, you will excel at juggling multiple projects with competing deadlines. You also find great joy in taking projects to the finish line, knowing you were responsible for the success of a particular project, and 'it's not my job' is not in your vocabulary. You will have extensive working knowledge of state and federal agencies, regulatory permitting, construction methods, client management, proposal development, and team management. This position will report to the executive leadership team at Pangea. At this time, due to COVID-19, the position will be a telecommuting position.

## **Responsibilities of the Project Manager include:**

- ✓ Excellent technical writer with a firm grasp of infrastructure and utility-specific sectors
- ✓ Reviewing and preparing proposal request technical responses for submittal to clients
- ✓ Serving as technical lead overseeing team members for wetland and biological resources, and permitting, mitigation, monitoring, and reporting compliance
- ✓ Interfacing with clients, agency members, construction, engineering, and stakeholders
- ✓ Developing, managing, and tracking budgets and forecasts, reviewing and approving invoices, and preparing internal and external status reports
- ✓ Leading others to engage in safety practices and protocols, and industry technical practices
- ✓ Developing and executing environmental strategy (for permits, planning, and constraints-level analyses) while providing solution-focused recommendations to support construction progress
- ✓ Staying organized and aligning your communications with the company vision, values, and principles
- ✓ Ensuring on-going quality assurance for deliverables and presentations
- ✓ Managing and coordinating subcontractors and internal team members
- ✓ Managing projects and scheduling work activities and deliverables
- ✓ Providing technical guidance for state and federal planning and resource documents
- ✓ Success with program, client, and team management, and fostering business development
- ✓ Preparing environmental documentation and permits for state and federal agencies to support the Endangered Species Act, Clean Water Act, National Environmental Policy Act, and California Environmental Quality Act
- ✓ Consulting on utility and infrastructure activities to meet local, state and federal regulatory requirements

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## Required:

- ✓ Bachelor's degree in Biology, Ecology, Botany, Natural Resources, Environmental Science, Environmental Studies, or equivalent; Master's degree a plus
- ✓ Minimum 10 years of experience with Project Management; Project Management certification desired
- ✓ Minimum of 5 years of experience with biological, wetland resources, and/or natural resources within California
- ✓ Exceptional experience working in the consulting industry (minimum 5 years)
- ✓ Proven success with working in a supervisory role
- ✓ Exceptional analytical skills
- ✓ Successfully lead, delegate, and stay on top of all balls in the air while maintaining pro-active and excellent communications
- ✓ Biological surveys, wetland delineations, and construction compliance monitoring experience are required
- ✓ Regulatory permitting experience required
- ✓ Clean driving record and valid driver's license

## Work Environment:

The Project Manager role has a mix of field and office duties. This is a full-time position and work hours tend to require early morning starts to be in alignment with construction schedules, and the hours and workdays do not always follow the Monday through Friday (8:00 am to 5:00 pm) schedule, with hours varying depending on company and client needs. This position requires the use of a company-provided four-wheel-drive vehicle.

## Competencies

- ✓ Critical-thinking skills
- ✓ Solution-minded action thinker
- ✓ Experienced in multi-tasking within a fast-paced work environment
- ✓ Detail-oriented and committed to timely completion of exceptional work
- ✓ Strong financial acumen
- ✓ Strong work ethic and excellent time-management skills
- ✓ Works exceptionally well independently and collaboratively
- ✓ Proficient with Microsoft Office 365 (Word, Excel, PowerPoint, Planner, OneNote, Outlook)

## Travel:

This position requires local day travel and some overnight travel for field assignments, client meetings, project kickoffs, and conferences.

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## Physical Demands:

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential job functions of this role. While performing the duties of this job, the Project Manager is required to:

- ✓ See, talk, hear, read, write, walk and stand for a minimum of 1 hour up to 10 hours a day sometimes on uneven or rocky terrain, while bending, crouching, and reaching to collect data, and hiking several miles per day to conduct surveys and/or monitor construction activities.
- ✓ To work in the field for long hours.
- ✓ May be exposed to inclement weather including; rain, and hot and cold temperatures.
- ✓ Must be able to carry or lift between 25 to 35 pounds.
- ✓ Must wear protective equipment such as; gloves, hardhat, safety glasses, ear protection, safety vest, reinforced-toe boots, snake chaps, long sleeves, and long pants.
- ✓ May be exposed to thick brush, poison oak, and insects when working outside in the field.

In 2006, Pangea was founded on the principles of Quality, Integrity, Honesty, Commitment, and Teamwork. Pangea Biological is certified as a Woman-owned Business Enterprise, Women-Owned Small Business, and Small Business Enterprise. Pangea excels as a partner to our clients by providing environmental services to the energy and infrastructure sectors for permitting and planning, environmental compliance monitoring and inspection, natural resources support, biological surveys and monitoring, agency strategy and consultation, stormwater compliance support, constructability reviews, and environmental training. As we expand our team, we are looking for highly qualified individuals who are energetic, forward-thinking, and motivated to work with our company! We are committed to excellence; “good enough” is not in our vocabulary, and we set big goals to inspire ourselves and others. We are team players who are enthusiastic, responsible, highly motivated, passionate about our environment, and strive for success.

***Pangea received Los Angeles Department of Water and Power's Small Business Enterprise/Women-Owned Business Enterprise Contractor of the Year award, and was also nominated for the San Diego Gas & Electric Company's 2019 Best in Class award.***

*Pangea Biological is proud to be an Equal Employment opportunity employer who values diversity. It is the policy of Pangea Biological to take affirmative action to employ and to advance in employment, all persons regardless of race, color, religion, gender, national origin, sexual orientation, gender identity, age, marital status, genetic information, status as an individual with a disability, status as a protected veteran, or other applicable legally protected characteristics, and to base all employment decisions only on valid job requirements.*

*Please email your resume to [recruiting@pangeabiological.com](mailto:recruiting@pangeabiological.com).*