

ASSOCIATE BIOLOGIST POSITION AT PANGEA BIOLOGICAL

The ideal Associate Biologist will be detailed-oriented, precision-focused, diplomatic, professional and strive for accuracy. This position will report to the Senior Leadership team while working closely with all team members, clients, key partners, and contractors. This is a **remote** position (requiring field work in southern California and report writing from home), hours and work schedule can be flexible, and may vary depending on company needs. At times, there are high priority deadlines based on company and client needs, requiring work outside typical days and hours.

RESPONSIBILITIES INCLUDE:

- ✓ Prioritizing multiple responsibilities simultaneously and daily, and following up on issues quickly
- ✓ Be a strategic thinker to anticipate and resolve challenges
- ✓ Taking meeting minutes and transcribing presentations
- ✓ Preparing daily, weekly, and monthly updates for the internal team and clients
- ✓ Independently conducting field surveys, habitat evaluations, and biological monitoring
- ✓ Conducting environmental training for construction personnel on field projects
- ✓ Completing research, analyzing data, writing reports and memorandums
- ✓ Preparing project and internal correspondence
- ✓ Preparing presentations for internal and external trainings
- ✓ Coordinating small projects with direct review and interaction with senior team members
- ✓ Providing guidance and support to other technical team members
- ✓ Assisting team members in identifying regulatory requirements and appropriate reporting
- ✓ Identifying and implementing appropriate mitigation, monitoring, and reporting requirements
- ✓ Performing other duties as assigned

QUALIFICATIONS:

- ✓ 5+ years of experience as an as a field biologist in California
- ✓ Bachelor's degree in Biology, Ecology, Botany, Environmental Sciences, or related field
- ✓ Applicable permit(s) or advanced degrees may substitute for years of experience
- ✓ Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook, OneNote, etc.) and Google Earth
- ✓ Must have high level of personal integrity, professionalism, and business ethics
- ✓ Must have strong work ethic – strive for excellence, accuracy, and efficiency, while being dependable
- ✓ A positive, 'can do', energetic, and engaging attitude to achieve results; sense of humor is highly valued
- ✓ Exceptional written and verbal communication skills

- ✓ Physically able to work in the field and may require long hours walking over rough terrain
- ✓ Must be experienced with GPS technology and data collection
- ✓ Punctual, professional, team-oriented, and friendly demeanor
- ✓ Strong work ethic and excellent time-management skills
- ✓ Experienced in multi-tasking within a fast-paced work environment
- ✓ Works exceptionally well independently and collaboratively
- ✓ Must remain engaged, proactive, and positive even when challenges arise; take ownership in the role and with assignments, and be fully accountable for your success
- ✓ Must learn quickly and follow directions accurately
- ✓ Embraces the company's core values
- ✓ Be able to see through the clouds and anticipate issues, with solutions at the ready
- ✓ Meticulous attention to detail and excellent organizational skills
- ✓ Highly resourceful – being assertive about asking questions
- ✓ Be a self-starter while striving to perform your best, and take appropriate follow-up actions
- ✓ Responsive and highly communicative – confirming assignments and expected deadlines and outcomes
- ✓ Proven ability to ensure confidential information is handled and maintained with discretion

TRAVEL:

This position requires local day travel and possible overnight travel for temporary field assignments.

WORK ENVIRONMENT:

The Associate Biologist role works remotely at home and outside in the field. This position requires frequent use of four-wheel-drive vehicles.

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 Associate Biologist 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 up 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.

COMPANY SUMMARY

Pangea Biological, headquartered in Carlsbad, California with a satellite office in Phoenix, Arizona, specializes in providing environmental consulting services to the energy and infrastructure sectors. In 2006, Pangea was founded on the principles of **Quality, Integrity, Honesty, Commitment, and Teamwork**. 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 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, geographic information service (GIS) mapping and data management, 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 team! Pangea is certified as a Woman-owned Business Enterprise (WBE) and Small Business (SB).

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.

VACCINATION REQUIREMENT: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for either a) a certain medical condition(s); or b) on the basis of sincerely held religious beliefs and practices.