



Job Title: Project Manager/Environmental Specialist

Job Status: Full Time

Location: PA

Stell is a seasoned veteran- and woman-owned small business providing expertise and innovation across the resilience, environmental, restoration, and compliance service sectors. We offer an excellent benefits package that includes medical/dental insurance, 401k opportunities, and paid time off.

Position Overview:

The Project Manager/Environmental Specialist will provide support on a variety of environmental projects. They will be expected to conduct environmental field investigations and assessments, evaluate and analyze data, and prepare technical reports. Candidate will work in an effective team environment, learning and taking instruction from senior staff, and support industrial and federal clients in meeting project goals and objectives.

Responsibilities:

- Assist with conducting site investigation field activities, including but not limited to environmental site assessments; hazardous waste site investigations; field sampling (soil, groundwater, surface water and stormwater); wetland delineations; permitting; threatened and endangered species assessments; and remedial oversight.
- Conduct data analyses and interpretation of field and analytical data.
- Preparation of technical reports including but not limited to proposals, environmental reports, permit applications, work plans, and health and safety plans.
- Review environmental documents prepared by others.
- Gather technical data using computer based programs to support environmental document development.
- Some project related travel and ability to work 10 to 12-hour days in the field are required
- Prepare budgets, scopes of work, and schedules for projects and proposals. Develop, review, and produce task order proposals, progress reports, and project deliverables.
- Monitor and conform to budget, schedule, and performance goals.
- Review environmental documents prepared by others.
- Successfully partner with clients and regulatory agencies.
- Supervise and mentor junior/technical staff.
- Select and manage subcontractors.

Qualifications (Education and Experience):

- BS / BA in biology, environmental science, engineering, geology, or a related field, MS a plus for higher positions
- 3-10+ years of technical experience, depending on level of position
- Excellent organizational, oral, written, and analytical skills.
- Knowledge and skills in one or more of the following: (1) NEPA, NHPA, CWA, CERCLA, RCRA, and other relevant federal and state regulations and guidance; (2) MS Office Suite; (3) sampling, analysis, and other field protocols; (4) natural resources management, wetlands/waterways permitting, environmental site assessments, (5) awareness of H&S and QA/QC processes and protocols, and (6) use of GIS/GPS technologies.
- 40-hour HAZWOPER certification a plus.
- Experience with Pennsylvania Department of Transportation a plus.
- Current professional certifications or registrations a plus, including PE, PG, PMP, PWS, or RPA.

All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, or national origin.

Please submit a cover letter, indicating salary requirements and availability, along with your CV/resume as a PDF or Word file to careers@stellee.com . No phone calls please.