



NEPA Associate Consultant

**Position Description
Rev. 2022.01.21**

Position Summary

The NEPA Associate Consultant position requires the individual to be detail oriented, organized, personable and dependable.

Essential Duties and Responsibilities

- Complete or assist in National Environmental Policy Act (NEPA) documents such as Categorical Exclusions (CATEX) and Environmental Assessments (EA) for projects using federal funds.
- Responsible for contacting various government entities to determine project-specific submittal requirements to achieve compliance with the Related Federal Laws and Authorities as described under the NEPA of 1969.
- Knowledge of relevant laws and regulations including, but not limited to, the Endangered Species Act, Clean Water Act, Clean Air Act, National Historic Preservation Act, Farmland Protection Policy Act, etc.
- Analyze environmental data to measure and evaluate the effects of proposals on natural, social, and economic resources.
- Preliminary screening of listed and/or proposed threatened or endangered species, critical habitat, National Wetland Inventory Maps (NWI), Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM), etc., as well as correspondence with Tribal, federal, state, and local agencies.
- Consultation with regulatory agencies including but not limited to State Historic Preservation Office, Tribal Offices, Fish and Wildlife Service, Natural Resources Conservation Service, Army Corp. of Engineers, and various State regulatory agencies.
- Subsequent to these activities, an individual must be able to interpret the complied information and prepare a template NEPA report.
- Must be a self-starter, resourceful, and have the ability to work productively on multiple projects at a time under strict deadlines with guidance from senior staff.

Minimal Qualifications

- Applicants should have a bachelor's degree in the environmental field.
- A minimum of 1-3 years of experience working with the National Environmental Policy Act (NEPA) and environmental policy.
- Knowledge of NEPA regulatory framework and compliance requirements for regulated laws and authorities is required and experience working with various federal and state staff on environmental issues is a plus.
- The successful Applicant will have an interest in national environmental policy and the nexus of business, community, and environment.
- The office is often fast-paced which will require the associate to be a highly motivated self-starter with good communication skills, clear writing, and a high degree of organization and attention to detail.



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- Medical approval by the Company's appointed physician, after employment is accepted, prior to the first day of work.

Physical Requirements

- Perform sedentary work requiring exerting up to 10 pounds of force occasionally.
- Visual acuity.
- Hearing and talking to perceive the expression and exchange of ideas.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Cover letter and resume can be submitted to: info@consulttruenorth.com.