



**Phase I ESA &  
NEPA Consultant**  
**Position Description**  
**2024.03.04**

**Position Summary**

The Phase I ESA & NEPA Consultant position seeks a candidate who is detail-oriented, organized, personable, and dependable.

**Essential Duties and Responsibilities**

- Conduct Phase I Environmental Site Assessments (ESA) and prepare comprehensive Phase I ESA reports. This includes conducting environmental database searches, historical record reviews, stakeholder interviews and site reconnaissance activities.
- Clearly communicate the findings of Phase I ESAs and recommend further investigation or action, as needed. Collaborate with senior staff to develop scopes of work and proposals for additional investigative activities.
- Prepare environmental due diligence reports in compliance with the Small Business Administration (SBA), United States Department of Agriculture (USDA), Department of Housing and Urban Development (HUD), Illinois Department of Transportation (IDOT), Illinois Department of Military Affairs (IDMA), etc.
- Support the preparation of National Environmental Policy Act (NEPA) documents such as Categorical Exclusions (CATEX) and Environmental Assessments (EA) for projects using federal funds.
- Perform 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 and communication 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 environmental regulatory agencies.
- Knowledge of relevant environmental laws and regulations impacting Phase I ESAs and NEPA projects including, but not limited to, the Resource Conservation Recovery Act, Comprehensive Environmental Response, Compensation, and Liability Act, Endangered Species Act, Clean Water Act, Clean Air Act, National Historic Preservation Act, Farmland Protection Policy Act, etc.
- 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.
- Collaborate with co-workers in other areas of environmental due diligence to complete projects.
- Travel may be required within Wisconsin and Illinois, with occasional out-of-state trips. This position can be based out of the Madison, Wisconsin or the Naperville, Illinois office.
- 2nd/3rd shift, overnight stays, and/or weekend work may be required.

**Minimal Qualifications**

- Applicants should have a BA/BS in a Science Related Discipline.
- A minimum of 1-3 years of experience performing Phase I ESAs, NEPA evaluations or other environmental due diligence assessments.



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- Understanding of environmental regulations and a desire to learn more.
- Strong communication and technical writing skills to clearly document findings and prepare reports.
- Strong familiarity with ASTM E1527-21 and All Appropriate Inquiry (AAI) preferred.
- Proficiency in Microsoft Office, particularly Excel and Word and related software.
- The office is often fast-paced which will require the associate to be a highly motivated self-starter with good communication skills, strong technical writing skills, and a high degree of organization and attention to detail.
- A valid driver's license and personal vehicle are required.
- 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](mailto:info@consulttruenorth.com).