

Biology Project Manager – Northern California

Do you want to work at a company where the employee-owners genuinely care about each other and foster a collaborative environment?

Do you want to be part of a team that does great work on a wide variety of projects that are important to your community?

Are you excited for the next step in your career to focus on managing resources-related projects, leading biological technical report preparation, and serving as the lead for biological resources during environmental review of projects?

HELIX Environmental Planning, Inc. (HELIX), a growing, California-based employee-owned environmental consulting firm, is seeking an experienced, highly motivated **Biology Project Manager** with critical thinking skills and a strong work ethic to join our team in Northern California (Folsom or Roseville office locations). HELIX offers biological, cultural resources, environmental, landscape architecture, acoustical, air quality, and GIS services to both the public and private sectors.

Why work at HELIX?

- Employee-owned since 2004
- Offers a hybrid work schedule with flexibility of working in-office and remotely
- Invested in professional growth and employee development and training
- Recognized for our workplace practices, employee wellness programs, and community contributions
- Named as one of the 2023 Best Firms to Work For by ZweigGroup

HELIX also offers a competitive benefits package, that includes:

- Robust Health Coverage (Medical, Dental, Vision) for employee and dependents
- Life /Long Term Disability Insurance
- Accrual of Paid Personal Time Off
- Bonus Program
- Wellness Program
- Employee Stock Ownership Plan participation
- 401K participation with employer contributions

Biology Project Manager Duties:

The Biology Project Manager responsibilities include managing biological resources-related projects, leading biological technical report preparation in accordance with agency requirements, and serving as biological resources lead during environmental review of projects by the appropriate jurisdictions and agencies. The position also will include resource agency consultation and permitting, client coordination, and preparation of proposals and related business development activities. The ideal candidate must possess strong analytical and creative problem-solving skills because critical aspects of this position include developing solutions for project challenges, forging strong, collaborative relationships, and building consensus among team members, clients, and agencies (please give some examples in cover letter). The Biology Project Manager may be required to conduct biological fieldwork on occasion; however, primary responsibilities are not fieldwork related.

Pay will be based on qualifications and/or experience, with a robust benefits package. Expected starting pay range of \$80,000 to \$105,000 annually.

HELIX is an equal opportunity employer that is committed to diversity and an inclusive work environment. We encourage all qualified applicants to apply regardless of gender, race, color, religion, sex (including pregnancy, gender

identity, and sexual orientation), parental status, national origin, disability, age, genetic information (including family medical history), political affiliation, military service or veteran status. These protections extend to all management practices and decisions, including recruitment and hiring, appraisal systems, promotions, training, and career development programs.

Minimum Requirements for Biology Project Manager:

- Bachelor's degree or equivalent in an environmental science, biology or related field (degree in biochemistry or microbiology not acceptable).
- Minimum 5 years' demonstrated experience in the environmental field carrying out biological resources or similar projects as a consultant or agency staff member.
- Minimum 2 years focused experience serving as project manager on multiple projects for a variety of clients, including direct client and agency interface, managing sub consultants, reviewing work products, and completing multiple and simultaneous tasks within time and budget constraints; management of compliance programs and renewable energy projects would not be sufficient for this experience requirement.
- Demonstrated experience leading and assisting with business development and marketing efforts, including proposal preparation.
- Demonstrated experience preparing biological technical reports and related CEQA reports.
- Excellent communication skills, both verbal and written.

Additional skills considered a plus:

- A master's degree or higher in biology, natural resources, or related field.
- Strong client and agency relationships.
- Demonstrated experience leading or assisting with regulatory permitting in California with the U.S. Army Corps of Engineers, California Department of Fish and Wildlife, and Regional Water Quality Control Board.
- Experience managing multiple, concurrent, large-scale biological, natural resource, or similar projects in California for both public and private sector clients.
- Experience preparing or managing biological resources technical studies in Placer, Sacramento, El Dorado, Yolo, and Nevada Counties.
- Experience managing or preparing CEQA and NEPA documents.
- Demonstrated experience in preparation of larger proposal efforts and participation in interviews.

[Current Openings - Careers at HELIX Environmental Planning \(helixepi.com\)](http://helixepi.com)