



Job Title Summary

The Environmental Specialist/NEPA Coordinator will assist with providing information and guidance to clients, government officials, and the public about possible environmental hazards and health risks. This position will prepare technical reports and presentations that explain their research and findings to upper management, clients, potential clients, and other relevant peers.

Essential Job Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Conduct permit compliance tasks, federal/state/tribal/local permit applications, and agency consultations
- Develop non-environmental permit applications and process applications with the associated approval body
- Assist with coordinating and conducting appropriately tiered NEPA evaluations for projects with Federal, State, and local agencies, including the Historic Preservation Office
- Assist with the preparation of Environmental Impact Statements (EISs) and Environmental Assessments
- Assist with maintaining Geographic Information Systems (GIS) database and related spreadsheets to maintain appropriate tracking records related to NEPA compliance. NEPA Coordinator will be required to travel independently to various project areas to evaluate potential impacts, as well as attend meetings and training sessions.
- Manage environmental review processes that include consultation with regulatory agencies; public involvement; analysis of environmental, cultural, safety, socioeconomic, and other impacts, and specification of measures to mitigate adverse impacts
- Internal: Works with managers and staff on all projects. Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment. External: Works with clients, vendors, and contractors to ensure all projects are completed per specifications. Presents a friendly, courteous image for High Water Mark to all clients/customers, tribal officials, and the general public
- Planning and completing project tasks related to developing and delivering accurate, timely, and high-quality products and services
- Environmental compliance audits; storm-water pollution prevention plan (SWPPP) preparation and Best Management Practices (BMP) inspections, environmental site assessments; and report and permit writing
- You will work directly with clients and senior staff, as well as internal and external experts in their fields of expertise
- Manage field team deliverables, documentation, and data
- Assist with completing field investigations for our clients and projects that may include habitat evaluations for threatened and endangered species, wetlands, floodplains, vegetation, cultural and historical resources, and/or evaluation of other potentially sensitive resources
- Develop and compose technical reports or recommendations presenting results from field investigations and develop appropriate applications/consultations necessary for various regulatory approvals and or environmental or cultural considerations.
- Identifies and meets the needs of clients within established guidelines
- Maintaining current knowledge of the environment and policies, procedures, and processes
- Serves as point of contact for contractors and subcontractors with our clients
- Works collaboratively with the project team and client to achieve established goals
- Able to work in a diverse environment
- Excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, clients, and vendors including but not limited to: contractors, engineers, and suppliers.
- Knowledge of High Water Mark practices and policies
 - Check documents for accuracy and completeness
 - Organize own work, set priorities, and meet deadlines



- Maintain confidentiality of clients, co-workers, management, and other employees
- Notifies management of any real or perceived problems
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with clients, other staff, and vendors
- Adhere to all Job Site Safety requirements.

Other Responsibilities or Job Requirements

- Office-related tasks would include report writing, QA/QC review, assistance with compliance-related tasks
- Proofreads and reviews outgoing correspondents for conformance with environmental policy and concerns regarding our tribal and non-tribal clients
- Learns to provide support to the company through field notes and field activities, and data entry of related documentation
- Assembles company-related documents and information as needed
- Enters Data and maintains spreadsheets, databases, and tracking logs
- Refers contractors and clients to the appropriate personnel based on specific functions
- Monitors projects and assignments in the field
- Coordinates reports/documents to key personnel
- Prepares and maintains work orders and picks up supplies for projects and fieldwork
- Establishes and maintains files including electronic records
- Manages all duties with competence and demonstrates the planning and coordinating of independent work requiring judgment, initiative, and experience
- Meeting deliverables per federal, state, and tribal requirements and quality standards as described in standard operating procedures from federal agencies and from company policies
- Ensuring the quality and accuracy of correspondence by following prescribed correspondence procedures and data entry and field notes
- Demonstrates ability to keep all documentation and brief coworkers and supervisors and customers in a knowledgeable manner
- Ability to interact professionally with various levels of personnel with varying experience
- Works on policies that involve concerns and considerations with Tribes and Pueblos
- Provides review and recommendations to tribal and non-tribal clients on environmental considerations and requirements
- All other duties as assigned.

Qualifications

- Must have a High School Education or equivalent
- Proficiency with Microsoft Office Suite (PowerPoint, Word, Excel, Outlook, Access) and any project-specific software programs
- Strong organizational skills and attention to detail, including the ability to prioritize and multi-task under strict deadlines
- Strong problem-solving skills and demonstrated ability to succeed with new and challenging tasks
- Ability to understand and digest highly technical information
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with clients, Tribal officials and/or appointed officials, project contractors, representatives of other governmental units, professional contacts
- Ability to understand and carry out instructions and procedures with minimal supervision
- Must be able to pass a credit check
- Must be able to pass regular criminal history checks
- Must be willing to take and pass a drug/alcohol test



- Must possess and maintain a valid New Mexico motor vehicle license. Must agree to maintain a satisfactory MVR and minimum requirement of insurability as required by law. MVR background checks will be conducted.

Preferred Qualifications

- Bachelor's Degree or equivalent combination of education and experience in natural or physical science, public policy, economics, environmental management, or related subjects
- 3+ years of environmental consulting experience (for tribal, government, or private sector clients) with clients in the natural resources, energy, transportation, and related infrastructure and federal market sectors
- 3 years of experience in the preparation of NEPA documents
- Experience supporting the project management team
- Experience with developing and maintaining project schedules, budgets, and experience writing proposals

Physical Demands

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods, driving or riding in vehicles
- The usual requirements in an office environment may require lifting boxes of supplies, equipment, and occasional adjustments of office furniture
- Frequently required to sit, talk, and hear
- Frequently required to stand, walk, use hands to finger to handle or operate objects, controls, or computer or office equipment
- Occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl
- Occasional pushing, pulling, lifting, and/or moving up to 25 pounds
- Occasional squatting or bending is required.

Work Environment

- Possess the ability to adapt to inclement weather conditions and/or situations
- May be called in after hours when needed
- Noise level could be moderate to loud in the work environment
- Ability to work in stressful environments and deal effectively with stress
- While performing the duties of this job, the employee works in a business office setting and is required to work in the field. While on project sites, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions, and moving mechanical parts and/or machinery
- The noise level in the work environment is usually quiet but may become loud on the project site. The employee occasionally works in precarious places and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

Travel Requirements

- Ability to travel for project requirements in and out of the service area.
- Ability to travel for activities such as classes, and workshops in and out of the service area
- Overnight travel as required.



HIGH WATER MARK, LLC

Environmental Specialist/NEPA Coordinator

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Pay Range

Multiple factors are considered in determining final pay for a position, including, but not limited to, relevant work experience, skills, certifications, and competencies that align with the specified role, geographic location, education, and certifications.

This job description is subject to change as the needs of the company change or the requirements of this position change.

EMPLOYEE DECLARATION

I have reviewed and understand the job functions of this position and state that I can perform these functions without accommodation: Yes No

If an accommodation is needed, please describe below the reasonable accommodation required for you to perform these job functions.

Employee Signature

Date