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# Example of Environmental Project Manager Job Description

Our company is looking for an environmental project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for environmental project manager

* Researching, writing and preparing NEPA and permitting documents
* Apply GIS as a planning tool
* Provide subject matter expertise on local and national issues related to remediation
* Assist in the negotiation and development of contracts and agreements with various consultants, contractors, agencies, stakeholders
* Other duties assigned as directed
* Oversee the delivery of projects with responsibility for overall project/program guidance, strategy, and program performance
* Support the supervision of staff on an administrative level
* Support continued development and evaluation of Professional Development Plans and Annual Goals for employees within project delivery teams
* Manage a significant team and establish goals and objectives for the team consistent with the client team’s strategic direction
* Manage labor goals and may manage overhead budgets

## Qualifications for environmental project manager

* Proven business development experience for large programs/contracts and client relationships supported by repeat business, including established contacts in Alaska
* Bachelors or Master’s Degree in engineering, geology, environmental science, or related
* California Professional Geologist or Engineer certification required
* Well versed in field work (budgeting, planning/implementing fieldwork, drilling, well installation, soil, SV, sub slab, GW sampling, trenching grading oversight)
* Proficient with California regulatory requirements
* Strong ability to present and meet with clients face-to-face