



Job Title:	NEPA Specialist
Department:	Environmental

POSITION SUMMARY

The role of NEPA Environmental Scientist will be to utilize technical expertise to manage multiple transportation related projects. Candidates should be familiar with the NEPA process as implemented by the Indiana Department of Transportation (INDOT) and have experience in preparing Categorical Exclusion (CE) or Environmental Assessment (EA) documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the NEPA process for transportation projects and be responsible for scheduling and on-budget completion of elements related to the NEPA process
- Prepare NEPA related documentation for CEs and EAs
- Review and interpret planning studies and/or preliminary design plan sets
- Attend client meetings, including project kick-offs, update meetings, field reviews, etc.
- Maintain project files with current documents and correspondence
- Interact with project managers, clients, regulatory agencies, and sub-consultants to achieve project objectives
- Prepare graphics to support technical documentation
- Utilize project management software to timely and accurately report project specific work time and expenses.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree or higher in biology, natural sciences, environmental studies, or related field
- Completion of NEPA Initial Training and Categorical Exclusion Training with INDOT
- Two (2) years of relevant project management experience preparing NEPA documentation
- A thorough understanding of federal, state, and local agency regulations regarding NEPA, Clean Water Act, and Section 106 of the National Historic Preservation Act
- Demonstrated excellence with regards to technical writing
- Proficient in Microsoft Office applications, including Outlook, Word, Excel and PowerPoint
- Familiarity with ArcGIS and associated programs
- Excellent public speaking and interpersonal skills
- Familiarity with INDOT Consultant Performance Evaluation criteria for Environmental Documents and NEPA-related Performance types
- Experience in Waterway Permitting and Mitigation, Wetland determination/delineation, Historical Architecture / Archaeological, GIS / AutoCAD a plus but not required.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position requires the selected candidate to work independently and in team settings to conduct work both in the field and office.

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