



Job Title: Environmental Compliance Manager

Job Summary/Description

The successful candidate will serve as Sequoia’s compliance manager to direct and oversee environmental services project work in accordance with our Clients’ quality control standards, build and maintain client relationships, plan and execute business development activities to meet company revenue and growth goals, and supervise/mentor Sequoia personnel. This is a significant opportunity for a “seller-doer” to provide leadership for our environmental services practice across our California offices.

The successful candidate will have demonstrated ability to deliver quality products to clients while meeting company revenue and profitability goals; and proven business and marketing skills. In addition, the Manager will have served in a supervisory role for a minimum of five years in a previous position.

Job Qualifications

- Must have 10+ years of directly relevant consultancy experience in the environmental field
- Bachelor’s degree in geology, hydrogeology, environmental science, aquatic resources, or related discipline;
- Travel may be necessary, with mostly day trips within the San Francisco Bay Area. Occasional overnight travel will be expected to other offices in California, such as Monterey, San Diego, and Sacramento;
- The selected individual must have specific working knowledge of and demonstrated consulting experience specific to environmental services field. The candidate should have experience dealing with California regulatory agencies, and working knowledge of California and federal environmental permit processes and regulations;
- Demonstrate strong analytical skills with the ability to take a logical approach to tasks;
- Possess robust organizational, analytical, and document management skills with the ability to work on more than one project at a time, often meeting tight deadlines; and
- Must demonstrate strong leadership and mentorship skills, and excellent verbal and written communication skills.

Duties will include, but are not limited to:

- Prepare environmental permitting application packages with local, state, and federal agencies;
- Manage environmental projects ranging from CEQA to NEPA review and documentation, including study/project design, scheduling to meet deadline goals, allocating resources, collecting data, writing reports, and communicating with team members and clients;
- Assist clients and staff with the interpretation of current local, state, and federal regulations;

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- Assist clients and staff with environmental permitting, compliance monitoring, and reporting;
- Write reports pertaining to a variety of environmental services;
- Coordinate with USACE, USFWS, CDFW, RWQCB, and other regulatory agencies;
- Strive to build long-term and effective relationships with clients and the Sequoia team;
- Work closely with clients to successfully design and oversee projects to completion;
- Manage project requirements related to NEPA, Endangered Species Act, Clean Water Act, and other natural resource planning/permitting disciplines;
- Write and review environmental documents prepared by yourself and other Sequoia environmental specialists;
- Provide advice and guidance on complex federal, state, and local regulatory issues;
- Prepare budgets and proposals, and conduct business development and client outreach ensuring that quality, scheduling, and budget objectives are met;
- Take the initiative, resolve problems, and identify improved procedures to assure client needs are met;
- Deliver responsive, high quality environmental consulting services to our key clients;
- Deliver and execute profitable projects with high quality and high client satisfaction;
- Review and prepare technical documents and reports;
- Maintain and grow existing client accounts;
- Develop, monitor, and adhere to budgets, scopes, and schedules for tasks and projects managed;
- Manage and develop junior technical staff;
- Perform Quality Analysis/Quality Control of key deliverables related to projects and tasks managed as well as projects and tasks managed by others. Implement firm quality procedures at project and task levels;
- Support our Project Management team by ensuring they are equipped to perform their jobs at the highest level;
- Work with project managers and marketing team on strategic pursuits, including proposal development and client meetings;
- Actively participate in key trade organizations and in the marketplace;
- Identify and develop new business opportunities; and
- Perform multiple projects within scope/budget/schedule expectations and ensure quality standards on project deliverables.