ENVIRONMENTAL PERMITTING SPECIALIST, INDIANAPOLIS

We are seeking an Environmental Permitting Specialist for our Indianapolis office. SJCA is a leading civil engineering firm with offices in Indianapolis, Evansville, Washington, and South Bend, Indiana and in Columbus, Ohio. We provide professional infrastructure design services to state, municipal, and private sector clients, specializing in transportation design. We are a growing firm with a variety of exciting projects and excellent potential for personal growth and achievement. We take pride in rewarding and supporting our employees, and in treating them with the respect they deserve. SJCA believes in work-life balance and works with employees to achieve a schedule and workload that is appropriate. At SJCA, we value you as a person, support your professional growth and development, and want you to succeed.

This candidate would be based in the Indianapolis Metropolitan area and will work out of our Indy office, but will have ability to work remotely at times.

Job duties include the following:

- Conduct preliminary research of project sites using online mapping tools such as Indiana Geological Survey’s Indiana Map, county GIS sites, ArcMap, and National Wetlands Inventory.
- Perform site investigations including ecological surveys, wetland delineations, and other associated field investigations, sometimes in adverse site conditions (such as heat and cold).
- Communicate effectively with clients, agencies, and fellow staff.
- Compile appropriate and thorough documentation meeting state and federal procedural standards for federal and state waterway permitting, wetland delineations, and NEPA documentation per INDOT procedures; this includes report text and field data sheets, as well as development of required project maps and photo documentation.
- Assist with coordination and documentation of ecological, wetlands, and waters data for NEPA environmental documents.

Requirements for this Position

The successful candidate should possess a Bachelor of Science degree in biology, botany, environmental science, or natural resources and have relevant experience working in the field of ecology or related field. The desired candidate must have proven experience in successfully processing federal and state waterway permits in accordance with IDEM, IDNR, and USACE procedures. These may include Section 401/404 applications, Construction in a Floodway (CIF) applications, and Rule 5 applications. Experience with NEPA document preparation and wetland delineations in accordance with INDOT and USACE delineation procedures is strongly desired. Candidates with less educational background but proven experience with plant identification, knowledge of Indiana ecosystems, and federal and state waterway permitting will also be considered.
• Bachelor’s degree with sufficient and relevant experience in biology, botany, environmental science, or natural resources, or proven experience in field data gathering and analysis. Masters preferred.
• Proven experience (minimum 5 years preferred) with USACE, IDEM, and IDNR waterway permitting and agency coordination. Experience with INDOT project permitting preferred.
• Candidates with less educational background but proven experience with plant identification, knowledge of Indiana ecosystems, and federal and state waterway permitting will also be considered.
• Ability to analyze and comply with regulatory procedures, policies, and production of wetland delineations and waters reports, and approval processes.
• Knowledge of Indiana ecosystems, with special emphasis on wetland and stream ecology.
• Proficiency in Microsoft Office, ArcMap/GIS, and PDF editing software.
• Ability to prioritize and manage multiple projects efficiently to meet project deadlines.
• Valid driver’s license and reliable vehicle.
• Strong technical writing and verbal communication skills
• Must be highly organized and detail oriented.
• Possess excellent time management skills.

Qualified candidates may expect competitive compensation, commensurate with experience, and an excellent benefits package.

SJCA offers:

• A fun, casual work environment
• Free refreshments and snacks
• The option to work remotely at times
• A comprehensive benefit package including choice of two medical plans, dental, vision, life, short and long-term disability insurance, and a Health Savings Account option.
• A 401k retirement savings plan with 3% employer contribution.
• Staff outings and other fun social activities
• Professional development opportunities
• Paid holidays and a generous amount of Paid Time Off.

QUALIFIED CANDIDATES, Please submit your resume with cover letter as one attachment. Please include your desired salary range in your cover letter.

SJCA is an Equal Opportunity Employer.