Associate Biologist: Menlo Park, California

**About Insignia Environmental**

Insignia Environmental (Insignia) is a growing environmental consulting company focused on the needs of energy and infrastructure clients. Our staff has a foundation in planning, permitting, engineering, science, and real-world construction experience that translates into environmental documents and programs that represent the best in class for our clients and the environment. Insignia holds performance and responsiveness paramount while working with clients to meet their environmental needs, often on expedited timelines. We pride ourselves on knowing the latest environmental regulations, understanding the goals of our clients and regulatory agencies, and producing high-quality deliverables.

**Why Join Us?**

At Insignia, we work hard and take pride in the reputation of excellence that we have earned in our industry. The diversity of our projects ensures that employees are challenged and learning. We are looking for employees who strive to be the best in their field and enjoy exchanging knowledge in an interactive environment. Insignia also encourages and supports our employees in workshop and conference attendance to continue education in their fields.

Insignia offers a casual, enjoyable work environment and generous benefits, including a 401(k)-equivalent program, medical insurance, and paid time off. Candidates must be comfortable with dogs, as several large ones “work” in our office.

Position Details

Insignia is looking for an experienced Associate Biologist to join our team. Responsibilities include performing biological fieldwork, conducting biological research, developing impact assessments, assessing biological and waters permitting requirements, coordinating with project teams, and preparing reports. The Associate Biologist also performs environmental and/or biological monitoring to ensure compliance of construction activities with environmental permits and regulations. In addition, the Associate Biologist manages tasks on small projects independently and large projects with oversight. Travel and fieldwork may account for up to 40 to 80 percent of this position during peak biological surveying seasons.

Job Description

* Conduct biological field surveys, including biological assessments, special-status species surveys, vegetation mapping, and wetland delineations.
* Conduct biological monitoring for sensitive species and/or environmental inspection for compliance with permit conditions and associated reporting during construction.
* Prepare biological documents, including special-status survey reports, biological resources technical reports, and biological resources sections of California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) documents.
* Prepare resource agency permit applications, including Lake and Streambed Alteration Agreements, Clean Water Act Section 404 and Section 401 permits, and Endangered Species Act Section 7 and Section 10 documents.
* With the guidance of Senior Biologists, direct, oversee, and review others’ work to ensure that deliverables can be submitted to clients.
* Ensure work is conducted within the budgetary and scheduling constraints at the project level.
* Assist in the preparation of scopes and costs for project proposals.

Requirements

* Bachelor of Science degree in biology, ecology, or a related science.
* At least 2 years of experience in environmental consulting is strongly preferred.
* Technical expertise in one or more aspects of field biology, such as botany, wildlife biology, or wetland biology; for wildlife biologists, species-handling permits are desired.
* At least 2 years of experience with environmental compliance on major utility infrastructure projects in California.
* At least 2 years of experience preparing biological documents, including special-status survey reports, biological resources technical reports, and biological resources sections of CEQA/NEPA documents.
* At least 1 year of experience preparing resource agency permit applications, including Lake and Streambed Alteration Agreements, Clean Water Act Section 404 and Section 401 permits, and Endangered Species Act Section 7 and Section 10 documents.
* Demonstrated experience with Northern California species and ecosystems.
* Demonstrated experience conducting wetland delineation is strongly preferred.
* Demonstrated ability to complete projects on time and within budget.
* Excellent communication and organizational skills.
* Excellent writing and technical editing skills, with advanced experience in Microsoft Office.
* Rigorously detail-oriented and committed to accuracy.

Other

* Valid driver’s license and good driving record.
* Willingness and ability to travel when needed.
* Willingness and ability to work fluctuating and/or long hours as necessary.
* Ability to lift up to 25 pounds.
* While prioritizing health and safety, this position requires an individual who is able to walk and hike through varying degrees of difficult terrain. Individuals may also be required to perform their job responsibilities in inclement weather conditions.

Benefits and Compensation

* The pay range for this position is $65,000 to $85,000 per year.
* Benefits include a 401(k)-equivalent program, bonuses, medical insurance, and paid time off.

How to Apply

Interested applicants should submit a resume to [jobs@insigniaenvironmental.com](file:///C%3A%5CUsers%5Ccraimondo%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C2HM5RC3M%5Cjobs%40insigniaenvironmental.com) with a brief cover letter or cover email. Please include the phrase “Associate Biologist resume” in the subject line of your email. We request that applicants refrain from calling our office directly regarding this position.

Insignia may request, for lawful employment purposes, background information about candidates from a consumer reporting agency in connection with employment. Insignia is an equal opportunity employer. Insignia does not discriminate on the basis of race, color, religion, sex, pregnancy, childbirth, national origin, age, marital status, veteran status, sexual orientation, sexual identity, mental or physical disability, genetic predisposition or characteristics, or any other characteristics protected by applicable state or federal civil rights law.