ASSISTANT PROJECT MANAGER - ENVIRONMENTAL

About the Position

SSCI is seeking an Assistant Project Manager with 2–5 years of experience in environmental consulting or a related technical field. You will conduct field investigations, evaluate environmental data, prepare reports, and help coordinate projects.

Working with experienced Project Managers and senior technical staff, you will take responsibility for routine assignments and smaller projects while supporting larger projects. This position is suited to an environmental professional who wants to build on their technical experience and develop project management skills.

What You Will Do

- Conduct Phase I and Phase II Environmental Site Assessments, site inspections, and environmental investigations in accordance with applicable standards and project work plans.
- Support environmental compliance reviews and the development of investigation and remediation recommendations with guidance from senior staff.
- Coordinate fieldwork with clients, laboratories, and subcontractors. Direct junior staff during routine field assignments and reinforce safe work practices.
- Manage smaller projects and assigned tasks with senior oversight, communicate with clients about routine project matters, and support regulatory agency coordination.
- Review field documentation and draft work prepared by junior staff, maintain organized project files, and assist with training and mentoring.

Required Qualifications

- 2–5 years of professional experience in environmental consulting, site assessment, environmental compliance, investigation, remediation, or a related technical field.
- Bachelor's degree in Environmental Science, Geology, Environmental Engineering, Civil Engineering, or a related scientific or engineering discipline.
- Experience conducting environmental fieldwork, evaluating data, and writing technical reports.
- Working knowledge of federal and state environmental regulations and the ability to research and apply project-specific requirements.
- Clear written and verbal communication, attention to detail, and the ability to organize multiple assignments and meet deadlines.
- Proficiency with Microsoft Word and Excel and the ability to work independently and as part of a project team.

Preferred Experience

- Phase I and Phase II Environmental Site Assessments and Texas Commission on Environmental Quality (TCEQ) programs, including the Texas Risk Reduction Program (TRRP) or Petroleum Storage Tank (PST) program.
- Stormwater or wastewater compliance, waste management, or Spill Prevention, Control, and Countermeasure (SPCC) plans.
- Coordinating subcontractors, preparing proposals or estimates, and tracking project budgets.
- ArcGIS or other mapping software, OSHA 40-hour HAZWOPER training, or progress toward relevant professional certification or licensure.

Experience in every program listed above is not expected. Required project-specific training may be obtained as needed.

Work Environment and Requirements

This position includes office and fieldwork, travel to project sites, and occasional overnight travel. Field assignments may involve outdoor work in varying weather, early starts, extended workdays, and required personal protective equipment.

- A valid driver's license and a clean driving record are required to use company fleet vehicles. Drivers must meet company and insurance eligibility requirements and maintain an acceptable motor vehicle record.
- Employees will be subject to random drug testing during employment in accordance with company policy and applicable law.