



**Position:** Project Manager

**Location:** St. Augustine, Florida

**Position Description:** The Project Manager is responsible for supporting the Project Leader and other team members to implement projects and assignments. The Project Manager will work on reports and projects associated with water quality management and restoration, total maximum daily load (TMDL) implementation, water quality monitoring, integrating water reuse with water quality restoration goals, water quantity issues such as minimum flows and levels (MFLs), and supporting stakeholder committees for agencies, local governments, and non-profit organizations. A competitive salary is offered, based on experience.

**Duties and Responsibilities:** Writing and contributing to comprehensive management plans and plans supporting TMDL implementation; document editing including document control and adding features to meet Americans with Disabilities Act (ADA) compliance; gathering data and information about basins and their impairments from local stakeholders, agencies, and universities; writing summaries of stakeholder meetings on natural resource issues; assisting with facilitation and consensus-building; developing maps using a geographic information system (GIS); updating electronic data and websites; and developing and managing project databases.

Please note that this description has been designed to indicate the general nature and level of work performed by associates within this position. The actual duties, responsibilities, and qualifications may vary based on assignment and are not limited to those listed.

**Requirements:** Applicants must have knowledge and background appropriate to the level of responsibility. A BS/BA in the fields of environmental science, engineering, economics, or a related field and a minimum of five years applicable work experience is required. A master's degree in a similar field such as environmental management, planning, or engineering is strongly preferred and may substitute for the two years work experience. Applicants must have excellent written and verbal communication skills in the English language. Experience working in Florida is preferred, but not required. The ability to develop maps and to analyze data using ArcGIS is highly desirable.

Travel is necessary for this position and most trips are made by automobile. Most trips are day trips, but some overnight travel is required.

Additional requirements include:

- Computer literacy in Microsoft Office software;
- Exceptional editorial skills;
- Excellent organization skills;
- Public speaking skills;
- Understanding of water quality and natural resource issues and terms; and
- A valid driver's license.

To apply, please send a resume to Tiffany Busby, Wildwood Consulting, at [TLBusby@wildwoodconsulting.net](mailto:TLBusby@wildwoodconsulting.net).