

# Job Announcement – Environmental Specialist

McGinnis & Associates

---

[McGinnis & Associates](#) is seeking to fill a full-time position for an Environmental Specialist. The position is in our office in Reno, Nevada and is best suited for a recent graduate or those early in their career. The Environmental Specialist is expected to support clients with a variety of projects ranging from Superfund, CEQA, Environmental Assessments, in addition to other tasks relating to environmental science and engineering and compliance. Clientele includes Tribal government and industry.

## Position Expectations

- Research support: creating annotated bibliographies; building supporting document reference folders; maintaining reference sections for documents.
- Technical support: building and using Excel spreadsheets to manage client data; saving raw data; maintaining clean workspaces (SharePoint folders and Wrike tasking) and files.
- Meeting support: taking comprehensive notes on all subject matter; reviewing notes for accuracy and inclusion of discussion points.
- Editorial support: format documents using company protocols.
- Field support: although formal field support may not be required for a period of time post-hire, it is important that all technical employees be exposed to field techniques, including filling out field forms, safety protocols, handling field equipment and samples, etc. – employees are encouraged to request time in the field when appropriate to develop professional skills.
- General assistance: develop and review client dossiers to enhance client experience; employees are encouraged to suggest ways to increase efficiency and developing new project management techniques – all suggestions will be met with an open mind even if not adopted.

Although all employees have a single supervisor that manages and addresses the administrative needs of the employee, the nature of our work requires employees to be flexible with supervisory roles depending on project assignments which may have different project managers.

Position expectations will change with professional development. The employee is expected to expand their skillset with time and increase the complexity and value of their work efforts.

## Compensation

- A competitive pay package with benefits, including health insurance, paid time off, a retirement fund, and financing of professional development endeavors such as conference attendance and professional organization membership fees.
- Salary is determined by the individual's academic and professional experience.

---

65 West Regency Way, Suite C  
Reno, Nevada 89509  
775.853.0449

<http://mcginnisandassociates.com/>

## **Qualifications**

- Bachelor of Science in engineering or natural resources, including environmental science, environmental engineering, geological engineering, hydrology, ecology, biology, *or related field*.
- Capacity to work in a fast-paced environment and meet deadlines provided by the project manager.
- Ability to work and communicate with a variety of project teams ranging from Tribal environmental professionals to federal, state, and local funding agencies.
- Capability to learn new skills and develop one's professional growth.

## **Preferred Qualifications**

- Data entry and management experience.
- Technical report writing skills.
- GIS capabilities.
- Experience with creating and implementing quality control/quality assurance measures.
- Statistics and statistical software experience.

## **Interested Applicants**

Please email a resume, cover letter, and transcript (unofficial is acceptable) to:

B. Dietrick McGinnis PE PhD CEM, President & Megan Horan, Executive Assistant  
[ap@mcginnisandassociates.com](mailto:ap@mcginnisandassociates.com)