

P/T Regulatory Assistant

We are seeking a part-time regulatory assistant to support our growing regulatory team. The ideal candidate will have an educational background in environmental science, biology, or a closely related field; exceptional writing skills; strong attention to detail; and very good data management, organizational, planning, and interpersonal skills.

Job Description

RBC's regulatory team conducts field jurisdictional delineations (i.e., wetland delineations) and prepares jurisdictional delineation reports, permit applications, and various documents in support of and in compliance with Section 404 and 401 of the Clean Water Act, Porter-Cologne Water Quality Act, California Fish and Game Code Section 1602, and the California Coastal Act. RBC's projects include residential and commercial developments, restoration/enhancement projects, energy/utilities and water/wastewater facilities, rail, and infrastructure developments.

The successful applicant will primarily assist other regulatory staff in preparing permitting application materials and conducting jurisdictional delineation site visits to assess the presence of jurisdictional aquatic resources (e.g., stream, wetlands). This is an excellent opportunity for a candidate that is looking to expand their aquatic resource permitting knowledge and gain valuable field experience with highly experienced staff.

Job Duties

- Write jurisdictional delineation reports
- Prepare 404, 401, and 1602 permit application materials
- Conduct field work that involves assessing presence or absence of federal- and state-jurisdictional aquatic resources
- Prepare necessary items prior to field work (coordinating with other regulatory staff and technical/GIS specialist)
- Manage, organize, and analyze field data
- Assist with other work as needed

Minimum Requirements/Qualifications

- Currently pursuing, or in possession of, a bachelor's degree in environmental studies, environmental science, natural science, or a related field
- Excellent writing skills
- Detail-oriented and strong organization skills
- Enjoy working in a position that includes both office and field-based assignments
- Ability to travel to project sites (day trips and occasional overnight multi-day trips)
- Excellent collaboration and communication skills
- Ability to multi-task
- Strong computer skills including proficiency in Microsoft office applications and ability to learn additional field data gathering applications (ArcGIS programs)
- Available 20-25 hours per week

- Professional attitude and appearance

Preferred Additional Qualifications

- Basic knowledge or familiarity with federal and state/local laws and regulations with respect to biological and aquatic resources (e.g., 404, 401, 1602)
- Basic understanding of California/local flora and vegetation communities

Other

- Must have a valid driver license
- Physical requirements: This position requires that an individual be able to walk and hike through rough terrain and operate in outdoor weather conditions

Aside from possessing the skills outlined above, enthusiasm, a positive attitude, and a solid work-ethic are key characteristics for the position. We are a very small company and this job requires the ability to interact well with fellow employees and with clients.

RBC is an equal opportunity employer and 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.