Kleinschmidt

Project Scientist (S5)

You are demonstrating your strong technical foundation by developing a focus and applying internally recognized technical specialties on projects and developing external recognition to foster opportunities for the firm. In addition, you may serve as a PM on low to medium* complexity projects.

Knowledge, Skills, and Abilities	Duties and Responsibilities	Last Updated	March 29, 2024
- Knowledge and experience conducting routine studies, developing study plans, preparing reports, and presenting data (e.g., bachelor's degree and 10 years' relevant experience**) - Excellent oral and written communication skills, requiring minimal to no revision by review staff. - Knowledge of industry and NEPA processes. - Ability to manage multiple assignments with tight deadlines. - Highly proficient analyzing data using technology and tools. - Valid driver's license.	**Technical Expertise** - Develops expertise in specialty area or hybrid science/regulatory field. - Prepares complex reports and impacts analysis. - Designs and oversees small and simple to large and complex studies and investigations. - Prepares impact assessments including analysis and interpretation of data, results, discussion, and conclusion sections of large, complex reports or report sections with minimal supervision. - Reviews study reports written by subconsultants and the firm's staff. - Follows QMS protocols. Able to update standard operating procedures and work instructions with improved best practices. **Communication & Coordination** - Independently communicates with clients, agency personnel, and subconsultants regarding studies, technical components, and strategies to address specific issues with high degree of professionalism including leading public and technical meetings. - Estimates personnel needs, schedules, and assigns work to meet completion dates and coordinates tasks/assignments for others. - Consults manager/senior staff concerning unusual problems, project staffing and resources issues. **Ownership Mindset** - Manages projects and/or technical aspects of projects including study plan development, data collection, and reporting. - Understands and markets firm's services. - Owns technical development by seeking projects, relationships and education that support firm and individual development. - Proactively provides mentoring to more junior employees as needed. Provide peer mentoring as requested. Seek mentoring from peers and more senior employees as needed. - Forges relationships with and obtains continuing work from existing clients. - Writes proposals, maintains a highly competitive resume, and fosters relationships with potential clients. - Develops, coordinates, and directs science-based projects. Manages or oversees technical aspects of major project or several moderate sized projects including oversight of plans, schedules, and coordination of phases of the work. - Provides leadership as a project manager or technical lead on proposal, scope, objectives, schedule, budget, and report. Advises on critical issues, new concepts, and policy matters. - Grows technical specialties/competence by maintaining internal recognition/education/in-depth knowledge in specialty area(s), while expanding externally to market and educate others (e.g., journal articles, professional talks, national/regional conferences, professional seminars/webinars) - May serve as a Discipline Group Leader. **Flexibility** - Adapts approaches to meet diverse needs, styles and backgrounds; encourages others to do the same - Interprets guidelines and policies in an appropriately flexible manner; requests assistance from others as needed.	**Authorities and Reporting**	Reports to Section Manager. Collaborates with staff. No direct reports. Mentor, train and develop staff.
		Physical Requirements	Majority office environment; regular site visits. Link to Work Environment description
		Location	Within a commutable distance to an office (e.g., In-office or Hybrid). Remote by approval of TD.
		Exempt	Yes
		Metrics	Annual Utilization 75%*** Staff Feedback Progress on technical development *Low: Single discipline; client has minimal bureaucratic requirements; Medium: More than one discipline (one is predominant); client has moderate bureaucratic requirements. **A relevant MS is equivalent to 1 year of experience, a PhD is 3 years. Education and/or experience is provided as an example. The focus is the knowledge and the ability to apply it to job duties. ***Utilization may be adjusted by a section manager based on an individual's approved commitments.