

# Regional Director of Environmental Services

## Job Description:

Archaeological Consulting Services (ACS) a 44-year-old environmental consulting firm In Tempe, Arizona, and now a Commonwealth Heritage Group, Inc. Company, is accepting applications for a full-time Regional Director of Environmental Services to support a wide-range of public sector and private development projects. The person in this position serves as the regional leader of a corporate division, responsible for helping establish and applying agreed-upon corporate direction, policies, and procedures; for personnel hiring and equipment recommendations; and for cooperating with other directors in accomplishing the company's work. Serves as lead on selected projects and maintains oversight responsibilities on all projects in the division; stays abreast of developments in technical area(s) and legal requirements; and assists clients and prospective clients in understanding the compliance process and the services the company provides.

The successful candidate will have education and experience in some aspect of environmental planning, including a working knowledge of the NEPA process. Technical experience in one or more of the disciplines typically required for NEPA review (e.g., biological resources [strongly preferred] or hazardous materials) is a plus and could form the primary experience base. Responsibilities include conducting background reviews/research; conducting analyses to identify potential effects; preparing text, maps, and graphics for NEPA and permitting documents; and assisting with public involvement and agency coordination efforts.

## Qualifications:

- Preferably a Master's degree in Environmental Planning (as opposed to an emphasis in Urban Planning or Sustainability which are not directly related to what we do), Environmental Science, or related field
- No fewer than seven years of relevant work experience
- Ability to engage and direct a team
- Strong technical writing, organization, and communication skills required
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Project, and Outlook)
- Experience with ArcGIS is desirable but not required
- Demonstrated adeptness in multi-tasking and meeting deadlines in a fast-paced environment
- Strong attention to detail
- Experience with public sector projects and/or private development projects with a federal nexus
- Knowledge and experience in HUD and ADOT environmental regulations highly desirable

Full-time staff are eligible for a generous benefits package, including PTO, health/dental/vision insurance, disability insurance, life insurance, paid holidays, and 401(k) with company match. Salary is competitive and commensurate with experience. ACS/Commonwealth does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law. This position is open until November 30, 2021, or until filled, whichever is sooner.

For additional information about ACS/Commonwealth, please check out our websites:

<http://www.acstempe.com>; <https://www.commonwealthheritagegroup.com>. To apply please send a cover letter with your salary requirements and when you could be available if offered the job, along with your current resume, including the names, phone numbers, and e-mail addresses of three references who can comment on your professional work experience to: [acs\\_jobs@acstempe.com](mailto:acs_jobs@acstempe.com). Please include

DIRECTOR OF ENVIRONMENTAL SERVICES in the subject line of your e-mail. No phone calls at this stage of the hiring process please.