



# Position Description

## ENVIRONMENTAL PROJECT MANAGER

### Location

Montpelier, Vermont

### Position Summary

Stone Environmental, Inc. is seeking an environmental scientist or engineer with a strong educational and work background in environmental investigation and remediation to be a member of our Environmental Assessment and Remediation team. The successful applicant will provide technical support and project management for a variety of projects such as soil and groundwater investigations at hazardous waste sites, brownfield redevelopment projects, and environmental due diligence. The position involves travel for field work throughout Vermont. Occasional travel for projects outside Vermont will be required. This position will report to the Director of Environmental Assessment and Remediation Services in Montpelier.

### Job Responsibilities

Work will involve managing and implementing a variety of field work, data collection and analysis, site assessment, technical reporting, preparation of proposals, and research and development. The candidate must have experience in soil and groundwater investigations using innovative practices to collect and analyze hydraulic, stratigraphic, and chemical data to develop site-specific conceptual models. The qualified candidate must be able to work independently, as well as a member of a team to develop high quality analyses and reports for various clients. Other responsibilities include:

- Contribute to the preparation of proposals;
- Preparation of sampling and analysis plans for regulatory approval;
- Preparation of corrective action plans;
- Preparation of contracts and subcontractor agreements and monitoring the performance of work to those agreements;
- Lead project teams in the performance of work plans on site assessment and remediation projects; and
- Manage multiple projects according to their agreed upon schedule, scope, and budget simultaneously.

### Required Skills/Experience

To be considered for this position, the following skills are required:

- Legally able to work in the United States (proper documentation required);

- Excellent verbal and written communication skills are required; must be able to prepare correspondence and technical reports that are grammatically correct and high quality;
- Demonstrated ability to successfully manage multiple tasks and objectives;
- Ability to clearly communicate verbally, exercise good judgement, and respond professionally to comments and client needs; and
- Motivation and enthusiasm to learn new skills.

## Preferred Skills/Experience

- 40-hour OSHA HAZWOPER;
- Experience conducting site investigations at contaminated sites;
- Professional accreditation (PG or PE);
- Knowledge of federal and state regulatory processes including the Vermont Investigation and Remediation of Contaminated Properties Rule;
- Time management skills to organize, plan, and prioritize multiple assignments;
- Experience with preparation of contract specifications and designs;
- Ability to use CAD software or geographic information systems (GIS) and relational database software; and
- Experience with innovative site investigation techniques and strategies.

## Experience Level and Education

- Bachelor's degree in geology, hydrogeology, or related field is required; an M.S. in hydrogeology, geology, or related field is preferred.
- Six to ten years of relevant experience in the technical skill areas described above are required.
- An advanced degree can be used in substitution for two years of experience.

## How to Apply

Please visit our careers page on our company website at <http://www.stone-env.com> to apply online.

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## About Us

Stone is 100% employee-owned environmental science, engineering, and consulting firm located in Montpelier, Vermont, with remote offices in Missouri, Austria, and Germany. Founded in 1992, our mission is to provide tools, information, and analyses to help our clients solve environmental challenges with integrity, expertise, and innovation. We bring together over 50 scientists, engineers, and foundation staff with diverse backgrounds and skills—and a shared commitment to excellence, creativity, and accountability through employee ownership.

Since 2016, Stone’s employee-owners have taken a direct stake in the value and health of the company through an Employee Stock Ownership Plan (ESOP). This unique ownership and management model is a powerful motivator that inspires close cross-department collaboration and company-wide unity. Stone has an excellent compensation package, including competitive pay; health, dental, and vision insurance; 401K with company match; ESOP benefit; paid time off; and flexible holidays.

But what really sets us apart—and makes employee-owners want to stay at Stone—is our culture, the interesting and meaningful work we do, and the inspiring, dedicated people we work with. Stone has a progressive culture—from open communication, transparent leadership, and the freedom to explore one’s passions—to its commitment to giving back to the community and a firm “work hard, play hard” mentality.

Simply put, it is one of the best places to work and why were voted a top place to work in Vermont for the last six years.



Stone is proud to be an equal opportunity and affirmative action employer. We are committed to diversity and inclusion throughout all aspects of employment. The decision to hire, promote, discipline or discharge is based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status that is a protected category under federal, state, or Vermont law. Our employee-owners have taken an active role in ensuring our team is diverse in its composition, equitable in its practices, and promotes an inclusive culture.