

Industrial Hygiene Project Manager

Arc Environmental, an environmental consulting and professional services firm, is currently seeking qualified candidates for a full time Project Manager in our Industrial Hygiene Services group. Arc provides consulting and professional services for a wide array of projects including occupational exposure assessments, hazardous materials investigations, compliance reporting, indoor air quality assessments, project design, pre-occupancy safety assessments, and hazardous materials abatement oversight.

Responsibilities of the Project Manager will include project coordination and scheduling; scope and budget development; management of task orders and assigned contracts; mentoring of junior staff; drafting and providing quality control for deliverables; and proposal writing support. The successful candidate will also perform periodic field assessments and inspections on an as-needed basis. Candidates should have a minimum of three to five years of experience in conducting industrial hygiene services, with a focus on hazardous material investigations, indoor air quality surveys, and mold/moisture assessments for various property types. A minimum of one year of project management experience and BA/BS Degree in Environmental Science, Engineering, Industrial Hygiene, or related field are required for this position. Applicants must have reliable transportation and a valid driver's license.

The desired candidate must also exhibit the following qualifications:

- Experience with the identification and assessment of asbestos-containing materials;
- Competency in indoor air quality and microbial assessments;
- Training as EPA Asbestos Building Inspector, Asbestos Supervisor, and Designer;
- Accreditation as a lead inspector (preferred);
- Experience and effectiveness in leading a team of IH field technicians;
- Excellent communication skills and strong interpersonal skills;
- Detail-oriented with a focus on quality control;
- Reliable, friendly, and ability to work in a fast-paced environment;
- Flexible availability to work nights/weekends, if required;
- Desire to grow professionally;
- Be willing to travel within the Baltimore-D.C. metro area; and
- Professional certifications such as CIH, CSP, ASP, REHS, etc. (desired).

Specific job duties and responsibilities will include:

- Development of sampling/work plans for a variety of IH-related projects;
- Production of cost estimates and proposals for clients;
- Coordination and scheduling of field assessments;
- Proactive management of project related tasks;
- Performing hazardous material assessments: identification, quantification, and assessment/sampling of suspect materials;
- Performing assessments related to indoor air quality assessments: identification of potential contaminants, assessment of building envelope for moisture intrusion, inspection of ventilation systems, and sampling for various parameters including mold;
- Evaluating and interpreting sampling data;
- Development of project deliverables;
- Maintaining existing client relations and developing new partnerships;
- Tracking and meeting project deadlines and budgets;
- Assisting in invoicing and project closeout; and
- Completion of other tasks as required.

Arc Environmental, a small business headquartered in Baltimore, MD, specializes in environmental due diligence, compliance, and industrial hygiene services. Our firm provides professional services to Federal, state, local, private, and industrial clients throughout the Baltimore-Washington metropolitan area.

In addition to competitive salaries, Arc Environmental offers group health insurance, 401k plan, mileage reimbursement and paid vacation.

Please submit resumes to:

Human Resources
Arc Environmental, Inc.
1311 Haubert Street
Baltimore, MD 21230

Or via email at info@arcenvironmental.com