

JOIN THE ADVENTURE WITH THE ECI TEAM

Job Location: North Andover, MA

To Apply, visit ECI's website at www.eci-consulting.com/careers and search by job title and/or location.

As a **Hybrid Forestry Consultant / Billing Analyst** with ECI, your office is 50% the great outdoors, along with 50% indoor work. We keep the lights on and go anywhere there is a power line – from the city to the rural countryside and remote woods. We are looking for energetic professionals who enjoy working both outdoors and indoors and value the freedom of working independently. If you enjoy a fast-paced environment and the rewards of a challenging profession, consider a career in vegetation management with ECI.

Some of the most important characteristics of **ECI Hybrid Forestry Consultant / Billing Analysts** are open-mindedness and the ability to engage in safe, constructive interactions with the public. You are accountable for advancing a culture of safety and excellence while providing quality and value to our customers and clients.

WHAT WE OFFER:

- Industry competitive pay.
- Company vehicle with fuel card to take to and from home & work.
- Medical/Health/Dental/Vision/VOYA/Vacation Accrual/Paid Holidays/EAP eligibility on day one of employment (Full-Time Employees).
- 401K, life insurance, long-term disability eligibility first of the month after 3 months of service.
- Sick Time eligibility on day 90 of employment.
- Weekly paychecks and direct deposit.
- Participation in the Employee Referral Program (must meet eligibility requirements).
- Boot and clothing program (company funded).
- Ongoing training and assistance with obtaining industry certifications.

WHAT YOU WILL DO:

- Office responsibilities/skills would include:
- Strong Excel skills (building and maintaining budget tracking templates.)
- Well organized and self-motivated.
- Working knowledge of Microsoft Office Suite.
- File management - both digital and paper records.
- Timesheet validation and correction for multiple vendors.
- Budget spreadsheet maintenance.
- Accrual spreadsheet maintenance.
- GIS mapping.

- Town and railroad permit applications.
- Field responsibilities would include:
- Customer trimming ticket requests.
- Circuit auditing.
- Hazard tree identification.
- New construction planning.
- Reviewing municipal requests and concerns.
- Storm response
- Communicate regularly and effectively with project leadership, auditors, utility clients, contractors, landowners, and the general public.
- Perform duties in a manner that will promote and maintain good public relations.
- Assume other duties and responsibilities as assigned.

WHAT YOU NEED TO HAVE:

- Associates or Bachelor's degree in Forestry, Environmental Science, or a Business related discipline.
- Must be able to read maps and identify tree species.
- Must be able to identify required removal and trimming work in accordance with utility maintenance specifications.
- Prior administrative, data entry, billing experience.
- Ability to meet tight deadlines and readily adapt to shifting requirements.
- Advanced use of Excel and other Microsoft Office Suite applications.
- Strong aptitude in alpha and numeric data entry.
- Ability to produce accurate electronic and written records.
- Superb written and verbal communication skills.
- Must be able to work alone, outdoors in various weather conditions and terrain.
- Must have exceptional interpersonal and communication skills, strong problem solving and multi-tasking abilities and show attention to detail.
- Must be able to adapt to change.

WHAT WOULD BE AMAZING TO HAVE:

- Prior UVM or directly related experience preferred.
- Certification as an ISA Arborist preferred.
- Familiarity with tree growth rates, tree response to injury, and hazardous tree conditions preferred.
- Prior experience with GIS software/technology preferred.
- Familiarity with vegetation removal, utility line clearance, and utility vegetation methods and equipment is preferred.
- Bi-lingual speaking (English and Spanish).

Working Environment

Work alone in an outdoor field environment; vehicle and foot patrol of utility power lines; remote locations as well as urban, city environment; physical demands and travel from site to site, including walking/hiking on various surfaces including flat, dry, wet, slippery, uneven, rough, steep terrain, hills, and slopes; exposure to noise, dust, grease, and all types of weather and temperature conditions; exposure to hazardous traffic conditions. Reasonable accommodations, if available, may be made to enable individuals with disabilities to perform the essential job functions.

Physical

The team member must have sufficient physical ability and mobility to work in a field environment; to walk up to 10 miles per day, stand, sit, and operate a motor vehicle for prolonged periods of time; to frequently stoop, bend, kneel, crouch, run, crawl, climb, reach, twist, grasp and make repetitive hand, arm and shoulder movement in the performance of daily duties (e.g., forcefully beat down brush); carry, push and/or pull light to heavy amounts of weight, frequently lift up to 10 lbs. and occasionally lift up to 60 lbs. (sandbags); to operate assigned equipment and vehicles; ability to verbally communicate to exchange information with public; ability to see and hear in normal range with or without correction; operate assigned field equipment, including handheld computer, range finder, and traffic cone.

Primary functions require sufficient physical ability and mobility to work in an office environment; to sit at a workstation for prolonged periods of time; to frequently stoop, bend, reach, twist, grasp and make repetitive hand movement in the performance of daily duties, including computer work; carry, push and/or pull light amounts of weight; ability to see and hear in normal range with or without correction.

Company Overview

Environmental Consultants (ECI) is a leading provider of vegetation and asset management consulting services to the utility industry. Successful professionals at ECI have come from a variety of backgrounds, including forestry, arboriculture, natural resource management, biology, landscape maintenance, horticulture, nursery management, environmental sciences, geology, agriculture, parks & recreation management, urban forestry, geography, and more. For more information visit our website www.eci-consulting.com.

Applicants must pass a pre-employment drug test and a criminal background check.

All candidates must possess a valid driver's license and have a good driving record.

**ECI is an Equal Opportunity and Affirmative Action Employer. EOE/AA:
Minority/Female/ Vets/ Disabled.**

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