



ENVIRONMENTAL PROJECTS AND PROGRAM MANAGER

**PORT OF OLYMPIA
915 WASHINGTON STREET
OLYMPIA, WA**

SALARY: \$52,101- \$78,152 /YEAR DOQ (FULL BENEFITS)

CLOSING DATE: MARCH 26, 2008

Under the direction of the Director of Engineering, the Manager, Environmental Projects and Programs performs professional environmental, natural resource, strategic and land use planning and regulatory compliance functions. This position requires the possession and application of highly specialized knowledge and expertise as well as significant experience in the application of such knowledge. This position is the sole position within the Port requiring the broadest set of environmental program management skills and the specialized knowledge needed to perform them.

The employee works both independently as well as part of the Port's development team efforts, and has the authority to make decisions within pre-established standards on non-policy issues. In addition, the employee must exhibit significant independent decision-making skills. This position also serves as the third back up in the Cascade Pole Treatment Plant Operations, which requires infrequent on-call responsibilities.

Position Responsibilities:

The following is a representative sample of duties performed by the Manager, Environmental Projects and Programs:

1. Provide senior staff with regulatory trends and projected future compliance requirements for planning purposes. Advise and assist senior staff on strategic issues involving environmental planning and policy.
2. Provide recommendations on complex environmental issues to senior staff based on in depth analysis, broad regulatory expertise and considerable independent judgment.
3. Serve as the lead in the preparation and implementation of an integrated environmental management system for port wide management, and supporting implementation of such systems and procedures.
4. Participate in environmental legislative and regulatory development on issues impacting the Port of Olympia and other Ports in a cooperative manner that supports the Port of Olympia's goals and objectives.
5. Demonstrate leadership qualities and credibility both internally and as a representative of the Port within the local and regional community and regulatory agencies.
6. Conduct and/or administer environmental investigations and data analysis associated with environmental contamination; research potential sources of environmental contamination of designated properties.
7. Serve as the Project Manager on projects involving analysis and development of remedial design and construction; screen remedial alternatives and manage and supervise consultant and contractor work related to clean-up actions on Port-owned properties.
8. Insure compliance with existing agreements between regulatory agencies and the Port.
9. Prepare environmental analyses and decisions for compliance with State and Federal environmental laws, and coordinate with Port legal counsel.
10. Serve on trade organizations, governmental committees and task forces as required.
11. Manage consultants and their contracts related to all facets of the Port's environmental programs.
12. Oversee the Port's natural resource programs.
13. Represent Port interests in local and regional decision-making and regulatory organizations.
14. Maintain and foster effective partnerships with government agencies and the public.
15. Actively participate in the Port's strategic planning process.

CONTACTS:

Contacts with Port employees, professional consultants, lobby associations, contractors, members of the public, and other departments/agencies are for relating information, responding to questions, or verifying information.

SUPERVISION:

Provides direction and guidance to external professional contractors.

ACCOUNTABILITY:

The Manager, Environmental Projects and Programs is accountable for the accurate and timely completion of tasks and for ensuring compliance to professional standards. Work is performed independently under the direction of the Director of Engineering and according to detailed and sometimes complex policies and regulations requiring judgment in interpretation and application to specific cases.

WORKING CONDITIONS:

A majority of the work is performed in an office setting but also includes work at a hazardous waste management site. Assignments may be performed outside, requiring work in inclement weather at dirty, wet, noisy, or cramped work sites. This position requires the physical ability and mobility to navigate all types of surfaces and terrain.

KNOWLEDGE/SKILLS/ABILITIES:

1. Skilled in the use of specialized computer applications, spreadsheets, and word processors.
2. Knowledge of and ability to troubleshoot Cascade Pole Treatment Plant systems (Complex mechanical pumping and treatment facility).
3. Knowledge of contract negotiation, preparation and administration.
4. Ability to work effectively with a variety of people, including engineers, architects and construction contractors.
5. Ability to communicate clearly and effectively, both verbal and written, with co-workers, and professional consultants on projects and issues.
6. Ability to collect and analyze large, complex technical information and develop logical solutions or alternatives to problems.
7. Ability to interpret construction schedules, bids, and supporting financial data.
8. Ability to prioritize workload and manage multiple diverse projects with competing deadlines.
9. Demonstrated punctual, regular, and reliable attendance is required.

EXPERIENCE/EDUCATION:

Bachelor's Degree in environmental management, land use planning, biological or fisheries sciences, toxicology, construction management or engineering, or related field, and six years related experience. Additional qualifying experience may substitute for a 4-year college degree with two years experience equal to one year of education.

SUPPLEMENTAL QUESTIONNAIRE

Please provide your written answers to the following questions. Please limit your responses to not more than 2 paragraphs and not more than 1 page of text in a font size of 12 points, Ariel or Times New Roman, with margins of not less than 1" to the page.

1. Please describe your experience with the State of Washington's Environmental Policy Act, specifically the application of SEPA checklists or EIS to development projects. If you are not familiar with this law, you may describe your experience with the National Environmental Policy Act or similar act applicable to another state.
2. Please describe your experience with the Model Toxics Control Act (MTCA). If you have no experience with MTCA you may describe your experience with the Federal Superfund Law (CERCLA) or similar laws enacted by other states.
3. Describe your experience in developing or insuring compliance with organizational environmental policies such as best management practices or storm water compliance.
4. Describe your capabilities or experience in interfacing with the public and regulatory agencies such as local community planning and development departments of municipalities or regulatory agencies such as DOE, COE, FWS, or other local, state or federal agencies.
5. Describe how you deal with difficult personalities, both inside and outside of your organization.

SUPPLEMENTAL SUBMITTALS

In addition to your resume, please submit the following additional items.

1. Please provide a transcript of your most recent education that you believe qualifies you for this position.
2. Please provide two examples of your own writing. Examples: applications for permits, project descriptions, descriptions of environmental impacts or conditions, etc.

3. Please provide a job description of your two most recent job positions that you believe are relative to this position.

APPLICATION PROCESS:

Send cover letter, supplemental questionnaire response, supplemental submittals, resume and references by March 26, 2008 to:

Jeri Sevier, Administrative Manager
Port of Olympia
915 Washington Street NE
Olympia, WA 98501
E-mail: jeris@portolympia.com
FAX: 360.528.8090

(The Port of Olympia reserves the right to accept applications until the position is filled.)