



Current Opening
Environmental/Projects Manager
Job Closes: 10/05/2021 @ 5:00pm

Must submit a completed job application/resume/cover letter to be considered for this position. www.portcw.com / jen@portcw.com

Title: Environmental/Projects Manager

Reports To: Director of Planning & Development

Classification: Exempt

Yearly Salary: Range \$75,000 - \$101,000

Benefits: Medical/Dental Insurance, Life Insurance, LTD Insurance, WA State PERS retirement and Vacation/Sick leave.

Medical/Dental Employee & Family premiums paid by Employer.

JOB DESCRIPTION

The Port of Camas-Washougal believes that each employee makes a significant contribution to the Port's success and that contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer services wherever and whenever necessary to ensure the success of the Port's endeavors.

General Position Summary:

Provides both the leadership and direction necessary to achieve environmental goals and strategies in support of the Port's strategic plan. Manages the port's small works projects that are more straightforward in nature.

Essential Functions/Major Responsibilities:

- Actively support the Port's mission and vision and demonstrate values consistently.
- Work effectively as a team player with all Port employees.
- Prepare and/or review permit applications and reports to ensure port compliance with local, state, and federal regulations.
- Conduct environmental audits of port activities.
- Review field inspection results and prepare reports related to storm water management.
- Lead and coordinate environmental aspects of port programs on a day-to-day basis including contract compliance.
- Manage environmental component of port development and operation projects and programs.
- Manage habitat creation and mitigation planning and strategy. Serve as port lead for implementation of mitigation objectives and on-going maintenance including contractor oversight.
- Develop short and long-term strategy for environmental component of port planning, construction, development, and operations.
- Oversee port's environmental compliance
- Coordinate all aspects of construction project management for the port's smaller-sized small works projects, including preparation of project scope of work, project cost estimates, project schedule tracking and compliance, quality assurance, and quality control.
- Ensures the timely, accurate and cost-effective completion of projects.
- Ensures that projects proceed on schedule and that contractors and other organizations involved in projects meet specifications. Reviews progress reports and authorizes payments.
- Periodically develops specifications for smaller projects.
- Follow and understand state statute for small works roster and bid procedures.

Secondary Functions:

- Other duties as required.

Job Scope & Accountability:

Work is diverse and moderately complex in nature. Decisions are made according to organization policy. The incumbent works independently, operating from established procedures with minimal supervision; some work is reviewed by the supervisor. The incumbent has some budgetary and capital asset responsibilities, including long-range recommendations. Errors in work can have an impact on the reputation and financial health of the Port.

Supervisory Responsibility:

Position has no supervisory responsibilities but may train and offer guidance to other employees. May be assigned functional supervisory responsibility over environmental processes to accomplish assigned projects.

Interpersonal Contacts & Skills:

Incumbent initiates most communication, which occurs with individuals who are both internal and external to the organization. Communication may be face-to face, written or over the phone and may involve challenging situations, including confidential or sensitive information.

Specific Job Skills:

- Ability to communicate effectively in English verbally and in writing.
- Workable knowledge of, and ability to use, Microsoft Office Suite.
- Ability to use computer and software appropriate for the job and job responsibilities.
- Ability to manage multiple projects with varying priorities and deadlines.
- Ability to time projects and understand related orders of operation.
- Attention to detail.
- Demonstrates adaptability, flexibility, and creativity in problem-solving, and is solutions-oriented.
- Ability to make independent decisions and use discretion.
- Ability to successfully negotiate and use persuasion.
- Understands, and can interpret, state statute for Small Works Roster and other related regulations.
- Knowledge of permitting process and contracting practices.
- Ability to effectively supervise and work as part of a team.
- Advanced math skills, including analysis and data manipulation.
- Ability to lift/move up to 25 pounds.

Education and/or Experience:

Bachelor's degree in physical sciences, environmental sciences, biology, geology, or related technical field is preferred. Professional certifications and licenses in project management, geology, sustainability, or applicable field is desired.

Five years' experience in permitting, environmental programs, environmental regulations, environmental remediation, sustainability, storm water protection, and natural resource is recommended. Knowledge of local, state, and federal environmental regulations pertinent to the Port industry, such as SEPA, MTCA, SMA, CWA, NEPA, ESA, etc. Knowledge and working experience of Washington State stormwater permits and their requirements (Industrial Stormwater General Permit, Construction Stormwater General Permit, Municipal Stormwater Permits).

Job Conditions:

Work generally takes place in a climate-controlled office environment during normal office hours with occasional evening meetings. Work may require travel to construction sites.