



Job Description

Job Title:	Waste Site Clean Up Project Manager	Department:	Cape Cod Operations
Reports To:	VP of Northeast Operations	FLSA status:	Exempt
Location:	Brewster, MA (Cape Cod)	Classification:	Full-time
Effective Date:	10/1/2019	Supervises:	1-3

SUMMARY:

The Waste Site Clean Up Project Manager provides day-to-day oversight of the waste site cleanup business line for Cape Cod region. The manager's duties include planning, organizing and directing activities surrounding waste site cleanup operations and activities. The manager participates in financial review and reporting, billing and AR collection when required of the waste site cleanup sector of the business. This work is performed under the direction of the VP of Operations.

DUTIES AND RESPONSIBILITIES:

- Review technical compliance documents such as Remedial Investigation/Action Work Plans and Report
- Preparing regulatory reports pursuant to the Massachusetts Contingency Plan (MCP).
- Oversee contractor field activities and make recommendations for improvements as appropriate.
- Interpreting laboratory data by reviewing reported results and comparing to regulatory standards.
- Conduct technical reviews and research to support environmental remedial activities,
- Track regulatory and contractor activities to ensure compliance with MADEP regulations and guidance and contract commitments.
- Performing/overseeing assessment activities at Hazardous Waste Sites by collecting various types of environmental media using appropriate sampling techniques.
- Initiate, facilitate and monitor long term sampling for regulatory compliance and reporting.
- Assist in initial site assessment and response.
- Interpret MADEP guidance and regulations and make recommendations on applicability to the Client Remediation Program.
- Track project contract and regulatory commitments.
- Characterizing Risk to human and environmental receptors by evaluating various site-specific attributes.
- Develop and implement different remediation strategies based on contaminant and site-specific conditions.
- Installing, operating and maintaining various remediation systems at active disposal sites.
- Conduct ASTM Phase I / Phase II Environmental Site Assessments for real estate transfers.
- Performing asbestos inspections of residential and commercial buildings, including sample collection and report preparation.
- Conduct Underground Storage Tank Closure Assessments pursuant to state regulations.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- Supervise WS employee's day to day activities within the department including scheduling mentoring, monitoring employee activities and reviewing work product generated by WSC staff
- Carries out supervisory responsibilities in accordance with the company's policies and applicable laws
- Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work.

QUALIFICATIONS:

- Required to have a geologist or related engineering degree or a minimum of 10-years of experience working on the investigation and remediation of contaminated sites in MA.
- Must be very knowledgeable of Massachusetts Site Remediation regulations and guidance, OSHA requirements for Hazardous Waste Site Operations
- 40-hour OSHA trained
- Schedule and complete field tasks to ensure project timeliness and completion
- Proficiency with word and excel programs
- Excellent oral and written communication skills.
- Remediation project management experience is a must.
- Candidate must be comfortable working on multiple projects simultaneously within a matrix organization.
- Must be willing to travel to various sites within the given geography.
- Extremely knowledgeable of MADEP site remediation regulatory program and the application of these regulations.
- Field experience with conducting soil and ground water remedial investigations and remedial actions in Massachusetts.
- Must be detailed/task oriented and results driven.

COMPETENCIES:

- **Customer Service** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Analytical** – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- **Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.
- **Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

- **Diversity** – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.
- **Ethics** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand
- Frequently required to walk
- Frequently required to sit
- Frequently required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items up to 50 pounds
- Frequently exposed to wet and/or humid conditions (non-weather)
- Frequently work near moving mechanical parts
- Occasionally work in high, precarious places
- Occasionally work around fumes, airborne particles, or toxic chemicals
- Frequently exposed to outside weather conditions
- Occasionally exposed to extreme heat or cold (non-weather)
- Occasionally exposed to blood borne and airborne pathogens or infectious materials
- Occasionally exposed to loud noise (examples: metal can manufacturing, large earth-moving equipment)
- Occasionally exposed to very loud noise (example: jack hammer work)

EQUIPMENT:

- Company-issued pickup truck or van
- Confined Space related safety equipment if required
- Various analytical meters, including, but not limited to, pH meters, DO meters, composite sampler
- Computer and/or tablet and other office productivity machinery, such as a copy machine, scanner, and computer printer

TO APPLY:

Please visit <https://www.nsuwater.com/careers/>