

# City of New Bedford, MA

## Job Description

**Job Title:** Environmental Project Manager

**Pay Grade:** M-12

**Pay Range:** \$70,599 – \$88,257

### **JOB SUMMARY**

Manages contaminated site projects at City properties; coordinates with environmental consultants and engages in community outreach; interface with the public to address concerns regarding impacted properties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.*

- Coordinate contaminated site assessment and cleanup activities; integrate the efforts of consultants and City staff to ensure that environmental projects are conducted efficiently and cost effectively.
- Review deliverables produced by environmental consultants; draft comments on their adequacy, clarity, and the messages they convey to the public and regulators.
- Administer contaminated sites and other projects through consultant and contractor procurement, grant acquisition and administration, work oversight, and invoice review and processing.
- Engage City of New Bedford residents through community outreach, public meetings, and the press regarding environmental investigations and cleanups and city sustainability initiatives.
- Represent the City's Environmental Stewardship Department in regulatory, academic, and legal fora; attend meetings with regulators, present projects and results at conferences; participate in environmental research conducted in New Bedford; assist with environmental litigation.
- Coordinate and communicate assessment and remedial activities to applicable city department administration and staff, regulatory agencies, private property owners and the public; exercise sound judgment in technical and policy issues.
- Provide occasional field assistance to the Conservation Agent.
- Perform related work as required and assigned.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

- Bachelor's Degree in engineering, geology, environmental studies or a related discipline.
- At least four (4) years of experience in the engineering, geology, environmental studies, or related subject.
- Any equivalent combination of education and experience.

## **SPECIAL REQUIREMENTS**

- Criminal Offender Record Investigation (CORI) background check mandatory.

## **OTHER JOB REQUIREMENTS**

40-hour OSHA HAZWOPER training is required.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

This position works under the general direction and supervision of the Director of Environmental Stewardship.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both inside and in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee frequently is required to walk, sit, climb or balance, stoop or kneel, crouch or crawl and taste or smell.

The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

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*The City of New Bedford, MA is an Equal Opportunity Employer.*