



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Environmental Project Manager

This position supervises environmental tech crew, coordinates work with NALEMP coordinator and is responsible for overall safety and efficiency of project. This position uses physical labor to restore environmentally impaired sites. Employees will use a variety of hand and power tools/equipment to expose and remove debris from these sites. In the cleanup of these sites, it may be required to stay overnight or for longer periods of time in remote areas.

This position establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals.

Team: Department of Natural Resources
Reports to: NALEMP coordinator
Salary Status: Non-Exempt from Overtime

Salary Range: \$22.00-\$25.00 per hour
Schedule: Full Time, Seasonal, 3-6 months
Last Revised: April 2017

Responsibilities/Duties

- Receive direction from NALEMP coordinator.
- Supervise environmental technicians.
- Implement strict safety protocols.
- Organize work, supplies and other details for project completion.
- Ensure project is progressing according to schedule.
- Operate and maintain equipment such as chainsaws, brush cutters and chop saws to remove large debris from land.
- Operate heavy equipment including dump trucks.
- Use hand tools such as machetes and shovels to uncover debris.
- Assist with construction of temporary structures such as cabins and outhouses.
- Assist with removal of potentially hazardous waste.
- Assist with soil and water sampling for hazardous waste.
- Operate and perform light maintenance on small boats.
- Occasional clerical duties such as taking messages and researching supplies.
- Work at remote sites for up to two weeks at a time.
- Hold safety meetings and enforce strict safety procedures.
- Ensure project is progressing according to schedule.
- Keep weekly log of work performed for federal reporting requirements.
- Receive, scan, index, archive or dispose of records from various departments following NVE guidelines.
- Input data into computer workstation for cataloging and archive indexing.
- Write grant reports as needed.
- Work with contractors to complete projects.
- Other duties as assigned.



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Competencies (Knowledge, Skills and Abilities)

Ability to work independently and exercise judgment. Ability to schedule and implement work plans provided by NALEMP coordinator. Must have the knowledge and skills to assess field conditions. Must have the ability to keep calm and work as a team leader in emergencies. Successful applicants will be skilled operating small boats. Must have the ability to physically labor for long hours in rough terrain. Must have knowledge of basic power tool operation and ability to complete work safely and efficiently using power and hand tools.

Experience Requirement

Experience in operating small boats and power tools required. Experience working in outdoor conditions preferred. Supervisory experience and project management experience preferred. Experience in remote site work helpful.

Education Requirements

Relevant Associates Degree or trade school degree. Relevant experience may be taken in lieu of education. Current Alaska Commercial Driver’s license, class B preferred. Hazwoper card preferred. C.P.R. certification preferred.

Performance Standard

Regularly lifts and carries 75 lbs. over rough terrain. Typically lifts, moves, bends, and walks and uses continuous physical activity to complete work. Typically uses hands, eyes and muscle coordination to operate boats, power and hand tools. Typically uses balance, eyesight and fine motor skills to coordinate and complete work.

Environmental Factors

Majority of work will be completed out of doors. Significant risk of encountering inclement/cold weather and dangerous wildlife. Some possibility of remote/cold water survival situations. Significant exposure to work with and around hazardous substances, appropriate personal protective devices will be used and safety measures will be followed.

Disclaimer

Nothing in this job description restricts NVE’s right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature Date

Supervisor Signature Date

Team Leader Signature Date