



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 the Environmental Technician, coordinates work with Environmental Remediation Coordinator and is responsible for overall safety and efficiency of project. This position uses physical labor and heavy equipment to restore environmentally impaired sites. Employees will use a variety of hand and power tools/equipment and heavy 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: Environmental Remediation Coordinator

Salary Status: Non-Exempt from Overtime

Salary Range: \$26.00- \$28.00/hour

Schedule: Full Time, Seasonal

Last Revised: November 2017

Responsibilities/Duties

- Receive direction from the Environmental Remediation Coordinator.
- Supervise Environmental Technician.
- Implement work plan including strict safety protocols.
- Hold daily safety meetings with Environmental Technician.
- Organize work and supplies for project completion.
- Ensure project is progressing according to schedule.
- Operate and maintain heavy equipment, power tools, hand tools and boats.
- Assist with construction of temporary structures.
- Remove hazardous waste.
- Conduct soil and water sampling for hazardous waste.
- Occasional clerical duties to organize and coordinate project logistics.
- Work at remote sites for up to two months at a time.
- Hold safety meetings and enforce strict safety procedures.
- Keep a log of work performed for federal reporting requirements.
- Receive, scan, index, archive or dispose of records following NVE guidelines.
- Complete data entry as needed.
- Write reports as needed.
- Work with contractors to complete projects.
- Other duties as assigned.

Competencies (Knowledge, Skills and Abilities)

Ability to operate heavy equipment safely and effectively. Ability to work independently and exercise judgment. Ability to schedule and implement work plans provided by Environmental



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Remediation Coordinator. Must have the knowledge and skills to assess field conditions. Must have the ability to keep calm and work as a team leader at all times. 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, heavy equipment and power tools required. Supervisory experience and project management experience preferred. Experience working at remote sites preferred.

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 A required. Hazwoper card preferred. C.P.R. certification required.

Performance Standard

Regularly lifts and carries 75 lbs. over rough terrain. Continuously lifts, moves, bends, walks, and uses continuous physical activity to complete work. Typically uses hands, eyes and muscle coordination to operate heavy equipment, 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