

Posting Period

October 30, 2015 –
Open Until Filled

Compensation

Starting salary range is
\$5,735/mo – \$7,456/mo

*represents min to mid of range. Future
increases based on performance.

Benefits

This position offers an
excellent benefits package,
including coverage for
medical, prescription, dental
and vision.

FLSA Status

Non-Represented
(Exempt)

Department

Environmental Programs

Reports To

Sr. Manager, Environmental



For question or inquiries, please
contact the Human Resources
Department at
hr@portoftacoma.com



Job Summary

This position will serve as the Port's Biologist and as the subject matter expert in wetland and fisheries/biology restoration ecology.

The Environmental Project Manager I is part of a functional group that is responsible for habitat planning and development and environmental review and permitting at the Port. This position is responsible for ensuring that the Port's developments, asset management, operations, plans, initiatives, and routine activities are in compliance with environmental laws and regulations. The incumbent will work collaboratively with other Port staff, tribal government, outside agencies and other stakeholders to minimize environmental liabilities, complete projects appropriately, achieve consistent compliance and advance the organization's objectives.

Essential Functions and Duties

- Responsible for effectively managing assigned environmental projects and initiatives and for ensuring that Port projects and operations are properly vetted, permitted and permit conditions are met.
- Manages project schedules, budgets, Port resources and internal coordination needs on projects as assigned. Make recommendations to address technical, legal and community issues relating to assigned projects.
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- Advises Port Commercial Group staff and executives on potential investment and project implications including constraints, permitting timelines and likely mitigation costs.
- Identifies environmental consultant needs for projects as assigned; develops budgets and scopes of work; negotiates consultant contracts; directs/supervises consultant work; manages budget; and monitors and reviews consultant billings and change orders.
- Prepares and presents written and oral briefings to Port Commission, agency heads, elected officials, and at community or public hearing forums on assigned projects and associated environmental issues.

Required Experience and Education

Minimum education required is as follows: Bachelor's Degree with emphasis in biology, restoration ecology, environmental science, or related discipline. Master's degree is preferable.

Previous job experience required is five (5) years' progressively responsible experience in positions requiring analytical ability in the environmental services, programs or regulatory field, including a strong experience in wetland and fisheries biology/restoration ecology. Demonstrated experience with biologic methods in a land development/permitting regulatory context is also required. Must have experience in public speaking. Project and contract management experience with professional consultants is highly desirable.

Ideal Candidate

The Port seeks candidates who possess an advanced technical understanding of Environmental concepts, methodologies and techniques coupled with a solid understanding of federal, state and local regulatory requirements related to land use, development, and maritime operations, including waterway maintenance. Familiarity with the Washington State Department of Ecology's wetland rating system, US Army Corp of Engineers and Ecology's wetland delineation protocols and mitigation ratios is required. Further, the successful candidates will be familiar with Habitat Equivalency Analysis (HEA) models and their applications; must have broad knowledge and training in environmental requirements and issues encompassing regulatory requirements and permit processes, including thorough knowledge of project management methods. Successful candidates will have demonstrated effective communication skills, both written and verbal including application of these skills in communicating with elected officials, government agency staff, business customers and speaking in public forums. Ability and demonstrated history of establishing positive relations based on trust, accessibility and accountability that lead to collegial working relationships with public entities, public and private organizations state and local government municipalities, community organizations, Port staff and Port customers is required. Candidates must have proficient computer skills including the use of Microsoft Office Suite applications.

The ideal candidate will have the ability to: coordinate, manage, and lead multi-disciplinary teams to evaluate concepts and alternatives; function smoothly in a collaborative, team oriented environment; think conceptually, observe and evaluate trends, develop logical conclusions and prepare comprehensive reports; utilize systematic, integrated thinking; manage multiple complex projects and varied tasks simultaneously while meeting project objectives and deadlines; maintain composure while under pressure; balance competing interests and facilitate solutions; move projects forward with little or no supervision; effectively make complex decisions; demonstrate strategic agility; and think globally, looking toward the broadest possible view of an issue; manage diverse elements involved in environmental activities and be able to interface environmental requirements with large multi-component projects; conduct negotiations, demonstrate managerial courage, and manage conflict effectively; to build rapport and relate well to all kinds of people, both inside and outside the organization using diplomacy and tact.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the Port's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. Under the direction of the Chief Executive Officer, John Wolfe, the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The Port seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for an interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.