

Posting Period

March 28, 2016 –
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 & Planning
Programs

Reports To

Sr. Manager, Environmental



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



Job Summary

The Project Manager I is part of the Environmental Remediation group responsible for managing moderately complex remediation projects or initiatives assigned consistent with the Port of Tacoma's environmental policies, strategic plan and business initiatives. This position coordinates, implements and assists in the development of remedial investigations, feasibility studies, remedial design, remedial action, and long-term operations and maintenance for selected remedies. Projects and programs are appropriately managed to ensure compliance with environmental rules relating to Port marine and land development, operations, asset management and site restoration. Works collaboratively with the Real Estate and Commercial team, tribal government, outside agencies and other stakeholders to minimize environmental liabilities, complete projects appropriately, achieve consistent compliance and advance Port objectives.

Essential Functions and Duties

- Manages project schedules, clean-up actions, budgets, Port resources, and internal coordination needs on projects as assigned. Make recommendations to address technical, legal and community issues relating to assigned projects. Develops site specific cost-effective remediation plans and schedules.
- Assists in preparation and submittal of annual reports for assigned, projects, or subjects and in internal training programs.
- Reviews and comments on project environmental documents; ensures all Port projects and operations are properly vetted, permitted, and permit conditions are met consistently according to regulatory requirements.
- Assists Port Commercial and Real Estate Group staff and Port project team members with development and execution of project work plans as necessary to advance Port objectives.
- Identifies environmental consultant needs for projects as assigned; develops budgets and scopes of work; presents consultant contract funding requests to CEO and Port Commission; 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

The minimum education requirement is a Bachelor's Degree with emphasis in environmental studies, environmental or natural sciences, environmental engineering, or related field.

Previous job experience required includes a minimum of five (5) years of progressively responsible experience in positions requiring analytical ability in the environmental services, programs, or regulatory field, including responsible experience in managing remediation projects. Project and contract management experience with professional consultants is desirable.

Ideal Candidate

Must have advanced technical understanding of Environmental Concepts, methodologies and techniques. Additionally, the position requires knowledge of two (2) or more of the following: hazardous/solid waste management, “Superfund” and MTCA site investigation and cleanup programs; environmental engineering; contract management; stormwater, sustainable practices, permitting and compliance programs; habitat, surface and groundwater protection and hazardous materials and waste management, or other regulatory programs affecting ports. The desired candidate will demonstrate a collaborative style with excellent problem solving and judgment skills coupled with unquestionable integrity. Ability to: use sound judgment in performing assigned tasks; understand and apply environmental regulations and related laws; write clearly and concisely and prepare maps, plans, charts and graphs; communicate effectively with Port staff, other agencies, industry and the general public. Must be proficient in the use of Microsoft Office Software including Outlook, Word, Excel, PowerPoint, and MS Project.

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 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.