



WATER REIMAGINED

Job Description

SUMMARY:

The Environmental Project Manager under the direction of the Manager of Environmental Services is responsible for overseeing various Waste Site Cleanup jobs regulated under the Massachusetts Contingency Plan. The Environmental Project Manager is a motivated self-starter with a minimum of 5 years in the field dealing with environmental clean up and response. The Environmental Project Manager is ready and available for emergency response for all environmental incidents and participates in an on-call rotation.

DUTIES AND RESPONSIBILITIES:

- Preparing regulatory reports pursuant to the Massachusetts Contingency Plan (MCP).
- Performing/overseeing assessment activities at Hazardous Waste Sites by collecting various types of environmental media using appropriate sampling techniques.
- Interpreting laboratory data by reviewing reported results and comparing to regulatory standards.
- Characterizing Risk to human and environmental receptors by evaluating various site-specific attributes.
- Develop and implement different remediation strategies based on contaminant and site-specific conditions.
- Installing, operating, and maintaining various remediation systems at active disposal sites.
- Conduct ASTM Phase I / Phase II Environmental Site Assessments for real estate transfers.
- Conduct Underground Storage Tank Closure Assessments pursuant to state regulations.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include planning, assigning, and directing work.

QUALIFICATIONS:

- Bachelor's Degree (BA) from four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience.
- Certificates, licenses, and registrations required:

- OSHA 40-hour HAZWOPER Training
- MA Driver's License
- Computer skills required:
 - Proficient in Microsoft Office Software
- Other skills required:
 - Ability to respond to emergencies on nights or weekends.

COMPETENCIES:

- **Analytical** – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- **Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Planning/Organizing** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **Diversity** – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.
- **Ethics** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to stand
- Frequently required to walk
- Occasionally required to sit
- Occasionally required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Occasionally required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items up to 50 pounds
- Occasionally exposed to wet and/or humid conditions (non-weather)
- Occasionally work near moving mechanical parts
- Occasionally work in high, precarious places
- Occasionally work around fumes, airborne particles, or toxic chemicals
- Frequently exposed to outside weather conditions
- Occasionally exposed to extreme heat or cold (non-weather)
- Occasionally exposed to bloodborne and airborne pathogens or infectious materials

- Occasionally exposed to loud noise (examples: metal can manufacturing, large earth-moving equipment)
- Occasionally exposed to very loud noise (example: jack hammer work)

EQUIPMENT:

- Company-issued vehicle, e.g. pickup truck or van
- Various analytical meters, including, but not limited to, pH meters, DO meters, composite sampler
- Computer and/or tablet and other office productivity machinery, such as a copy machine, scanner, and computer printer

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Natural Systems Utilities provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, NSU complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

To apply, please visit [here](#).

General sign-off: The employee is expected to adhere to all company policies while employed.

I have read and understand the contents of this job description.

Print Name: _____

Signature: _____ Date: _____