

Employee Name:		Phone:	360-528-8020
Position Title:	Planning & Environmental Senior Manager	Grade:	P
Department:	Executive Services	Date:	3/1/2022
Supervisor/Title:	Lisa Parks Executive Services Director	FMLA Status:	Exempt
Working Title:		Emp. Status	Full Time

Position Overview

The Planning & Environmental Senior Manager is responsible for management and operation of the Port's planning and environmental programs, including overseeing the regulatory compliance functions and environmental certification programs. This position is responsible for developing goals, objectives, strategies, plans, programs and budgets designed to help the Port achieve both its environmental stewardship goals, and its internal and external long range planning processes, including those related to environmental sustainability, Port resilience, land use, infrastructure, asset management, capital facilities, among others. In support of both program areas, this position also manages/directs staff, including employee supervision and development, as well as directing and overseeing a variety of consultants and contracts to accomplish the goals of the programs.

The Planning & Environmental Senior Manager reports to and works collaboratively with the Executive Services Director, and directly supervises the Environmental Project Manager and the Cascade Pole Site Manager. The Senior Manager routinely engages other Port Sr. Managers, Directors and staff in support of the "One Port" philosophy and a collaborative team approach to achieving Port sustainability, resilience and success. The Planning & Environmental Senior Manager advises the Port Commission and Executive Director on environmental and planning policy and regulatory matters. This is a 24/7 response obligation position.

Essential Job Functions (Primary Duties)

The essential duties and responsibilities of this position include, but are not limited to the following:

Overall

- Demonstrate leadership qualities and credibility both internally and as a Port representative in the local and regional community and with regulatory agencies.
- Represent Port interests in local and regional processes related to environmental, land use, community development and other planning programs and projects.
- Maintain and foster effective partnerships with government agencies, local tribes, and the public.
- Work collaboratively with Port colleagues to foster and maintain a positive, teamwork oriented environment.
- Advise the Port Commission, Executive Director, Port colleagues, citizen groups, individuals, consultants and others on departmental issues; assemble necessary resources to solve a broad range of programmatic issues that arise; prepare and revise Commission Resolutions as directed.
- Develop and oversee budgets for the Planning and Environmental Department and collaborate with other Senior Managers and Directors on budgets related to the Marine Terminal Stormwater Treatment Facility and the overall Port Capital Investment Plan.
- Develop department goals, objectives, and work plans, and organize and direct the activities of the department staff, including managing their performance and professional development.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Essential Job Functions (Primary Duties)

Environmental Programs

- Oversee the Port's various environmental programs and initiatives, including regulatory compliance, contaminated site cleanup, mitigation and restoration projects, environmental stewardship, and sustainability projects and programs.
- Provide recommendations on complex environmental issues affecting the Port and the larger community, based on in depth analysis, broad regulatory expertise and considerable independent judgment.
- Advise the Port on issues associated with environmental regulatory trends and projected future compliance requirements, liability and risk minimization and resolution, and in negotiating cost recovery and insurance recovery for environmental cleanup projects and/or other environmental liabilities.
- Advise and assist in developing strategic approaches involving environmental planning and policy, regulatory compliance, as well as funding and financing strategies for the Port's projects and programs.
- Oversee and direct securing of local, state and federal environmental permits for all Port projects and operations, across the various business units (marine terminal, marina, airport, real estate, etc.).
- Monitor and advise colleagues on environmental legislative and regulatory development issues impacting the Port, and represent the Port on WPPA's Environmental Policy Committee.
- Manage the Port's stormwater programs and systems, organization-wide, and ensure strategies are in place to secure long-term compliance with permits. This position maintains signature authority for stormwater and environmental submittals to regulatory agencies.
- Supervise and manage environmental staff as well as environmental consultants and their contracts.

Planning Programs

- Develop, recommend and oversee implementation of multiple environmental, land use, community development and other planning projects and programs, including internal Port initiatives as well as external, community/regional projects.
- Responsible for the Port's long-range planning functions including development of the Comprehensive Scheme of Harbor Improvements (CSHI) and various land use, environmental and site development plans.
- Provide land use, environmental and development expertise, review and recommendations related to development of Port properties; communicate and collaborate with other Senior Managers and Directors in developing long term, efficient and effective property development and management strategies.
- Actively participate in the Port's strategic planning processes.
- Represent Port interests in local and regional processes related to land use and community development planning programs and projects.
- Participate in a variety of external planning processes that may have impact on the Port, provide analysis and recommendations to the Port on these processes and serve as a Port representative, as requested.
- In collaboration with other departments, prepare Port property development plans, including providing oversight of various professional service providers, including, without limitation, architectural, engineering, surveying, and other consultants.
- Oversee and direct securing local, state and federal land use permits for all Port projects and operations, across the various business units (marine terminal, marina, airport, real estate, etc.).
- Monitor and advise colleagues on land use and community development legislation and regulatory development issues as they arise.
- Working collaboratively with other Senior Managers and Directors, provide oversight into the design, development, permitting and construction of Port capital projects.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Supervisor Responsibilities

Environmental Project Manager
Cascade Pole Site Manager

Accountability

All employees are held accountable to the Port of Olympia Employee Values

Minimum Qualifications (Experience / Education Required)

- Bachelor's Degree in the area of environmental management, land use/community planning, public administration or related field.
- Eight (8) years of experience in environmental and/or land use planning program management is highly preferred.
- Valid Washington Drivers License or ability to acquire one within 90 Days.
- Valid Transportation Worker Identification Card (TWIC) or ability to acquire one within 90 days.
- 24-Hour HAZWOPER certification or ability to acquire one within 90 days.

Required Knowledge / Skills / Abilities

- Extensive, management level experience in environmental regulatory compliance, remediation and brownfield redevelopment, sustainability and/or restoration work, preferably in Washington State.
- Demonstrated knowledge of land use, community and economic development strategies, techniques and practices including site development and regulatory approach strategies.
- Demonstrated knowledge of Federal, State and local land use and environmental regulations (substantive and procedural), including, without limitation, MTCA, SMA, GMA, SEPA, CERCLA, Clean Water Act, NEPA, etc.
- Excellent communication skills, both oral and written, targeted to a variety of audiences, and an ability to work effectively with a wide variety of people.
- Demonstrated management and problem solving skills.
- Ability to work effectively in teams.
- Experience effectively managing, motivating and supervising people to achieve high quality work products.
- Create a teamwork atmosphere to ensure efficiency and high morale.
- Maintain good personal/business relationships with Port Commission and staff, community organizations, citizens, tenants, and customers.
- Develop and maintain consensus among major stakeholders in the operations of the Port.
- Plan, negotiate, and lead.
- Moderate business travel is expected/required.
- Personal computer, Microsoft Office, e-mail.

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Check all that Apply

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing			x		
Walking			x		
Climbing		x			
Sitting				x	
Stooping / Kneeling		x			
Lift/Carry up to 15 lbs.		x			
Lift/Carry up to 30 lbs.		x			
Lift/Carry up to 50 lbs.		x			
Push/Pull up to 25 lbs. of exertion		x			
Push/Pull up to 50 lbs. of exertion		x			
Work below waist level		x			
Work at waist to shoulder level		x			
Work above shoulder level		x			
Reach further than arm's length			x		
Fingering				x	
Grasping / Holding			x		
Talking					x
Hearing					x
Seeing					x
Work in confined spaces	x				
Exposed to extreme temperatures		x			
Operate tools or machinery (incl. office equip.)			x		
Operate motorized vehicles/equipment			x		
Work at heights balancing	x				
Use/exposed to hazardous substances			x		

Signatures:

Employee Date

Supervisor Date Title

Director (if different than Supervisor) Date Title

****Return original with signatures to Human Resources.**

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