

PORT OF GRAYS HARBOR

JOB DESCRIPTION

JOB TITLE: Director of Environmental and Engineering Services

SUMMARY:

The Director of Environmental and Engineering Services (DEE) is a member of the Port's management team; reports to the Executive Director (CEO); provides leadership, management and supervision in day to day Port operations; and assists with strategic planning and implementation of Port Commission policies and directions. The DEE leads, organizes and implements the Port's environmental and engineering activities; oversees environmental assessment, restoration, enhancement, permitting and compliance; provides leadership formulating and implementing environmental policies, procedures and plans; and works closely with industry and agency stakeholders. The DEE is also responsible to collaborate with Port lines of business and customers on environmental and development plans; oversee design and construction of new and modified Port facilities; and communicate effectively with Port customers and prospects, community and industry associations, consultants and advisers, elected officials, the media, Port staff and the public.

ESSENTIAL FUNCTIONS:

Senior Management Leadership

1. Attends Port Commission meetings and works with the Commissioners, management team and staff to develop meeting agendas, plans, objectives and programs to meet present and future Port and customer needs.
2. Implements Port's management philosophy, mission, vision and values by example. Communicates and works effectively with Commissioners, staff, and community and industry stakeholders.
3. Provides leadership working with local, state and federal officials to educate regarding Port objectives, needs and accomplishments especially as relates to environmental and engineering topics.

Environmental and Engineering Services

1. Develops and administers annual departmental budget and Port's five-year capital expenditure plan, recommending funds needed for staffing, equipment, materials, supplies, construction and acquisition. Approves expenditures; identifies and implements budgetary adjustments.
2. Manages and supervises department staff, assigning tasks, reviewing work and providing ongoing performance feedback.
3. Negotiates and supervises environmental, architectural, engineering and permitting consultants and contractors in conformance with established policies, procedures, regulations and Port objectives. Responsible for securing permits for Port projects.

4. Directs the coordination of construction and maintenance contracts in collaboration with the Port's Project Manager.
5. Responsible for implementation and maintenance of data systems to track contract activity for the Port.
6. Directs the Port's Security and Safety Plan, and compliance with state and federal regulations, in collaboration with the Port's Facility Security Officer and the Port's Safety Officer.
7. Develops collegial relationships with consultants, contractors, and local, state and federal officials. Negotiates critical and controversial issues with the same. Monitors and provides feedback and testimony on proposed environmental legislation, regulations or initiatives that potentially impact the Port's business.
8. Recommends major modification and development of Port structures, and oversees projects including: planning, engineering, permitting, contractor selection, public bidding, contracting, construction, reporting and monitoring activities in accordance with established policies, procedures, regulations and Port objectives.
9. Plans and develops bid specifications, reviews designs, provides engineering approvals on plans and other documents as required, obtains and maintains permits, and represents Port with consultants and regulatory agencies.
10. Reviews plans and specifications for tenant improvement projects, and assists in the supervision of both Port and tenant construction projects to insure integrity with Port objectives and of the Port with regulatory agencies.
11. Develops and incorporates environmental measures and best practices into the Port's development projects and operations to protect air, water, sediment and soil quality and reduction of environmental impacts.
12. Collaborates with Port staff to ensure proper scheduling of funding, design, permitting and construction of capital projects.
13. Plans, organizes and manages long-term strategic projects as assigned by the CEO, for example: Grays Harbor Navigational Improvement Project (GHNIP), which includes serving as prime liaison with USACE, oversight of Feasibility Cost Share Agreement (FCSA), Program Management Plan (PMP) and related contracts for study, monitoring and construction, and assisting with education of Congressional delegation and the Washington State legislature to the importance of the GHNIP.
14. Manages the development and implementation of specialized environmental policies and programs to comply with environmental laws and regulations and promote sustainable development and practices.

ADDITIONAL WORK PERFORMED:

1. Performs other duties and responsibilities as assigned.
2. Develops and implements community and industry outreach programs. Represents the Port in local, regional and national environmental associations and forums.
3. Manages the Port's surveying activities, which includes reviewing survey drawings and related real estate property descriptions.

4. Monitors and recommends updates to Port Comprehensive Scheme.

WORK ENVIRONMENT

Work is performed at Port locations; requires frequent travel, weekend and evening assignments; and involves driving, lifting, walking, sitting, and public speaking.

MINIMUM JOB QUALIFICATIONS

Minimum education required is a Bachelors Degree with emphasis in civil engineering, environmental studies, land use planning, resource management, architecture, or related discipline. Additional graduate level courses in engineering, Masters of Science, MBA or other related graduate degree preferred.

EXPERIENCE AND TRAINING REQUIREMENTS

Previous job experience required includes a minimum of ten (10) years of experience in project engineering as it relates to the design, permitting and construction of Port or related large capital projects. Experience in positions requiring leadership, analytical ability, policy recommendation and implementation, program development and management, budget management, contract administration, public speaking, the administration of environmental law, environmental impact assessment and professional staff supervision is preferred. Construction experience is highly desirable.

LICENSES AND CERTIFICATIONS

A licensed professional engineer certification is desired.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to lead and adhere to the Port's mission, vision, and values, and to get people to work as an effective, customer-focused and objective-focused team.
- Working knowledge of maritime industry operations is desirable.
- Willingness to comply with all Port directions and regulations.
- Principles and practices of civil, environmental, and value engineering, principles and practices of construction contract administration, project scheduling and management, and budget preparation and administration are required.
- Must have exceptional leadership skills, demonstrated strategic planning skills and ability to proficiently organize and direct the functions of a department. Must be a highly organized, decisive and innovative manager with strong communication and interpersonal skills.
- Must demonstrate a collaborative managerial style with excellent problem resolution and judgment skills coupled with unquestionable integrity.