



SUSTAINABILITY PROJECT MANAGER

Department: Capital Programs-
Environmental Management
Unit: 5270

Level: 8, Exempt
Supervisor's Title: Assistant Director,
Climate Mitigation and Resiliency

ESSENTIAL TASKS OF THE JOB:

Oversees the management of Massport's sustainability efforts and supports Net Zero program. Creates performance-based strategies and programs to ensure the Massachusetts Port Authority is an innovative sustainability leader.

1. Engages with stakeholders to identify, implement and/or refine the strategy, programs, and project-level initiatives.
2. Implements strategy, programs, and projects to create meaningful impact.
3. Measures, conduct analysis and reports on progress through communications channels.
4. Manages contracts and budgets for sustainability business partners.

Develops and implements formal policies on sustainability.

1. Identifies and prioritizes existing and evolving areas of sustainability focus for the entirety of Massport's operations including Aviation, Maritime and Logan Express.
2. Plans and develops long and short-range programs to foster sustainability within Massport.
3. Assists with defining goals and performance metrics to monitor and evaluate program effectiveness. Document performance trends and recommends and implements modifications to improve program effectiveness.

Oversees the adoption and use of the Massport Sustainability Design Guidelines.

1. Facilitates the adoption within Massport of technical standards, protocols and requirements for green building design and constructions.
2. Reviews calculations and assumptions used to estimate or measure environmental impacts to efficiency or green projects.
3. Assists in the development and implementation of quality assurance procedures for green building programs.
4. Trains and communicates to Massport staff, designers and contractors about design guideline content, implementation, and requirements.

Communicates with stakeholders on sustainability issues.

1. Prepares content, data and disclosures for Sustainability Reports, Airport Carbon Accreditation and Leading by Example programs. Creates updates including

social media, presentations, or other content as needed.

2. Collects data for analysis and disclosure of progress against metrics and goals.
3. Establishes tools to promote sustainability and enhance awareness.

Supports environmental certifications in Authority construction projects.

1. Participates as Massport representative on all LEED or other sustainability certification projects.
2. Identifies all opportunities to enhance performance and achieve certifications on projects.
3. Tracks and monitors LEED goals and other sustainability certifications objectives.

SECONDARY TASKS:

Attends industry sponsored seminars and courses relevant to this position. Monitors industry best practices and environmental issues relevant to Massport.

Attends any necessary training.

Maintains electronic project central files, in shared drives.

Performs other projects and tasks, as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Education

Bachelor's degree in environmental science, urban planning, business administration or related field or equivalent professional experience required.

Experience

3-5 years of relevant job or educational experience in sustainability, air quality, water quality, waste management, and renewable energy required.

UNIQUE EXPERTISE/CERTIFICATIONS/REQUIREMENTS

1. LEED and Envision professional certification preferred.
2. Working knowledge Excel or similar database management software.
3. Current and valid driver's license.
4. Ability to pass airfield driving test and obtain Aerodrome Ramp and Apron License.
5. Ability to pass Massport background check and obtain Massport security clearance.
6. Ability to complete 40-hour OSHA training or others as required.
7. Ability to pass Massport Pre-placement physical, controlled substance screening, background and security checks.

WORKING CONDITIONS

Environmental Parameters: Ability to work in an office or field environment within an airport environment with conditions which may include fumes, odors, gases, chemicals, and dust as well as decibels in the range of 65 -100; and in all weather conditions (hot, cold, humid, dry, and wet).

Physical Demands

Strength: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to move objects, usually requires walking or standing to a significant degree.

Type: Ability to perform administrative duties.

WORK SCHEDULE:

Ability to work 37.5-hour work week, with additional hours as workload requires.

EQUIPMENT USED:

Computer, Telephone, Charts, Diagrams, Maps, Measuring Devices.

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