



## **ENVIRONMENTAL MANAGER, CONSTRUCTION COMPLIANCE**

Department: Capital Programs  
Unit: 5270  
Level: 8, Exempt

Supervisor's Title: Deputy Director,  
Office of Sustainable Design  
Supervises: N/A

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Purpose: The Environmental Manager, Construction Compliance, will be responsible for ensuring compliance with permit conditions, applicable state and federal environmental regulations, policies and approvals, and Massport procedures and policies for active Massport construction activities implemented by Capital Programs (CP). The selected candidate will be responsible for reviewing and providing environmental support during design and providing ongoing support and monitoring during construction to ensure compliance.

### **ESSENTIAL TASKS OF THE JOB**

#### **Ensures environmental compliance of active CP construction projects with environmental permits and requirements.**

1. Reviews and makes recommendations on Massport capital projects relative to soil management, groundwater management, management of Massachusetts Contingency Plan (MCP) requirements, stormwater pollution prevention, impact to wetland and/or other resource areas, waste identification and disposal, environmental health and safety, and compliance with applicable permits and regulations. Prepares and/or reviews environmental specifications, performs due diligence evaluations of project areas, determines permit applicability, reviews scopes of work for consultant support, and makes recommendations for overall environmental compliance strategy.
2. Reviews and makes comments on contractor submittals, plans, reports, and correspondence relative to environmental compliance.
3. Attends regular project meetings to answer questions and provides guidance on environmental matters that arise during construction.
4. Tracks soil generated during construction, oversees soil management program including laydown area coordination, waste profiling, transportation and reuse or disposal.
5. Acts as representative for Massport for waste disposal documentation for soil and hazardous waste to be shipped offsite as needed and as related to construction projects.
6. Manages environmental consultants and contractors performing work for Massport under on-call Term Contracts, including MCP investigations, soil and groundwater characterization, spill response and waste management activities on CP projects.
7. Coordinates compliance inspections and periodic site walkthroughs with construction contractors and Massport project managers.

**Performs administrative tasks as required.**

1. Engages in environmental consultant selection process and manages contracts, as needed.
2. Prepares requests for qualifications and proposals, Board agenda items, scopes of work and budgets.
3. Coordinates work with Massport personnel, consultants and tenants where applicable.
4. Develops budgets and schedules, oversees and critiques work products, reviews and approves invoices.

**SECONDARY JOB TASKS**

Establishes effective working relationships with Massport departments.

Assists with Conservation Commission coordination, communication and regulatory filings, as necessary.

Keeps informed on updates to regulations, guidance, standards and industry trends for relevant topics.

Performs other responsibilities associated with this position as may be appropriate.

**JOB REQUIREMENTS AND QUALIFICATIONS****Education**

Bachelor's Degree from an accredited institution in Civil or Environmental Engineering, Environmental Sciences, Environmental Management or other related fields.

**Experience**

A minimum of seven (7) years of professional experience in the environmental field with a focus on regulatory compliance for design and construction projects. Experience with site investigation and remediation at MCP sites in Massachusetts is required.

**UNIQUE EXPERTISE/CERTIFICATIONS/REGISTRATIONS**

1. Proficiency with Microsoft Office products
2. Current and valid driver's license
3. Working knowledge of engineering design and construction, relevant Federal and State laws and procedures including the Massachusetts public bidding process
4. Current 40-hour OSHA HAZWOPR training.
5. Current OSHA 10-hour Construction Safety training
6. Current RCRA / DOT manifest training
7. Ability to pass a Massport background check and obtain a Massport Security Badge

8. Ability to pass airfield driving test and obtain Aerodrome license
9. Ability to communicate effectively with groups and individuals of varying backgrounds and responsibilities.

### **WORK SCHEDULE**

Ability to work a 37.5-hour workweek. Ability to work additional hours as necessary as workload demands.