

Job Code:...100196....
Position #: (PSA).....(E)
Developed by:...JWV.....
Reviewed by:...AMC.....
Approved by:...AMC.....
Date:.....12/15

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Utilities & Environmental Compliance II
DIVISION: Administration and Finance
REPORTS TO: Assistant Director, Facilities Services/Utilities
GRADE: 14
SUPERVISES: Interns, contractor management/coordination

BASIC FUNCTION:

Provide project management services to the University to develop and complete environmental permits and reports as well as provide project development and management services to the URI Utilities Office involving ecological, energy and campus engagement efforts as well as greenhouse gas inventory development.

DUTIES AND RESPONSIBILITIES:

Develop and complete environmental permits and ongoing reports (Air Emissions, Title V, Fuel Tank Inspections, Water, Wastewater, Storm Water, etc.).

Perform regulatory review and research to determine requirements and ensure continuing University compliance.

Develop and maintain facility plans/manuals (SPCC, Water Supply Management, Storm Water Management, Contingency, Emergency Action, etc.).

Create technical research and reports and update on a scheduled basis.

Maintain/attain Certification and training as required.

Determine feasibility of and develop a URI Environmental Management System and ensure compliance with such system on a continual basis.

Collect, organize and report on data that is required for the URI Greenhouse Gas Inventory; support updates to the URI Climate Action Plan.

Work to ensure ongoing permit compliance to reduce CO2 emissions and other air emissions, and water-based pollutants.

Ensure inclusion of ecological and watershed aspects of URI sustainability in areas such as stormwater management, ecological restoration and water use/conservation through project development, grant management, development of project-based partnerships, and campus engagement.

Seek state, federal and other grant funding to address stormwater needs and environmental restoration on the URI campus.

Develop opportunities for student and faculty direct involvement in environmental and stormwater projects while drawing on campus expertise.

Coordinate URI staff who oversee permitted activities to ensure permitting work is addressing the larger goals of sustainability at URI.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required or assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet & database software. Microsoft Suite

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in environmental science, environmental planning or related field with a minimum of two years of environmental project management and administration experience, OR a Bachelor's degree with a minimum of five years environmental project management and administrative experience; Demonstrated knowledge and experience with environmental law, environmental management, and state/federal permitting programs; Demonstrated ability to work with diverse groups/populations; Demonstrated ability to work with staff and outside partners to build collaborative efforts for implementation of plans and projects; Demonstrated ability to develop budgets and progress reports; Demonstrated ability to write, secure and manage federal, state and local grants; Demonstrated time management and organizational skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to develop and analyze data and write reports; Demonstrated ability to present technical information to a variety of audiences; Demonstrated ability to work effectively with students, faculty, staff and contractors; and, Demonstrated computer skills (i.e. Microsoft Word, Excel, PowerPoint, and Access.)

PREFERRED: Demonstrated experience using digital cameras, imaging software and social media.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.