

JOB TITLE: Assistant Project Manager II
GRADE: 5 T/P
HIRING RANGE: \$ 43,365 – 47,806
SUPERVISOR TITLE: Project Manager and/or NRM Program Coordinator

FUNCTION OR PURPOSE OF THIS POSITION:

Allocates and manages student intern projects as directed by the Timberline Student Internship Program (TSIP) Project Manager and/or NRM Program Coordinator. Communicates as directed by the TSIP Project Manager and/or NRM Program Coordinator, with project clients to ensure that project standards, methods and data are meeting client goals and objectives. Primarily responsible for meeting the data collection and quality control needs for ongoing projects. Reports to the TSIP Project Manager and/or NRM Program Coordinator. Typically is responsible for the day-to-day oversight of project QA/QC, health and safety, SOPs, requirements of interns on specific assigned projects. Provides guidance to TSIP staff and/or students in data collection and research, ensuring that appropriate techniques for data collection and sample analysis are being utilized. Assists with the management of field data and project databases. Assists in client communication related to project development and needs. Performs QA/QC on all field books and databases on a weekly basis. Assists in the preparation of monthly, annual and final project reports as well as development of new projects and funding. Manages data in electronic and document formats. Performs field and laboratory duties as required by the Project Manager and/or NRM Program Coordinator.

ESSENTIAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Implementation of TSIP projects as assigned by Project Manager and/or NRM Program Coordinator.
2. Assist with the composition, review and completion of all scientific and technical reports and requirements of all TSIP projects.
3. Assists with coordination of TSIP projects as assigned.
4. Assists with coordination and communication with clients to ensure that data collection and analysis with meet their stated goals and objectives.
5. Coordinates field and laboratory staff on assigned projects to ensure the timely completion of the projects.
6. Assist with research, development and implementation of future projects and funding.
7. Assists with training of interns on campus with data collection techniques, analysis techniques project specific protocols and sampling methods, safety procedures, and documentation.
8. Assists with monitoring of all interns for compliance with project protocols and techniques, safety procedures and regulatory requirements.
9. Applies emergency management principles, OSHA, health and safety practices as they pertain to hazardous waste site operations.
10. Oversees and assists with collection of samples for laboratory testing and analysis.

11. Performs QA/QC on all field notebooks, COC's, databases and any other data collected for assigned projects.
12. Assists with coordination and ensures completion of sample analysis as required by specific projects.
13. Utilizes testing methods and laboratory equipment and instruments.
14. Reviews and organizes geographic, physical, chemical, GIS/GPS and technical data.
15. Records test results, test procedures or inspection data.
16. Collect technical resources as assigned (i.e. ASTMs).
17. Assists in the preparation of grants and of monthly, annual and final project reports.
18. Collects and compiles numerical or statistical data.
19. Maintain databases and designs tables depicting data.
20. Assists with presentations to clients, staff and general public regarding specific projects and TSIP related functions.
21. Assist with monitoring of all environmental, hazardous material and health and safety regulations to ensure and TSIP's policies, procedures and protocols are meeting current regulatory requirements.
22. Assist in the development of TSIP policies, procedures and protocols.
23. Assist in the maintenance of all office and laboratory records including field notebooks, databases, client files, project files, etc.
24. Assists with presentations and demonstration of TSIP projects and equipment to NRM students.
25. Assist with inventory control of field and laboratory supplies on campus.
26. Performs other duties as required.

POSITION REQUIREMENTS:

Knowledge and Ability Requirements:

Knowledge of:

Understands and utilizes protocols, project standards and collection methods based on governments and environmental laws and regulations including, but not limited to, CERCLA processes.

Understands and applies hazardous materials information and disposal techniques.

Understands and must be familiar with monitoring and testing of environmental media (soil, water and air).

Understands and utilizes scientific investigative techniques.

Understands and utilizes materials testing procedures and quantitative research methods.

Understands chemical and process emergency procedures.

Understands and can apply map reading techniques.

Understands and can apply emergency management principles, OSHA requirements and health and safety practices.

Familiar with ARCGIS software.

Ability to:

Utilize relational database, spreadsheet, word processing and desktop publishing software.

Utilize computers to access, enter and retrieve data.

Utilize laboratory and biological testing instruments and equipment.

Apply library or online Internet research techniques.

Apply research methodology.

Significant ability to concentrate and pay close attention to detail in assisting with the review, preparation and presentation of technical reports.

Ability to use judgment, tact and interpersonal communication skills to resolved issues related to staff and projects.

Physical effort required associated with sampling and data collection including standing, lifting and carrying heavy objects (at least 50 lbs.).

Work in office, laboratory, and field environment.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Minimum of a BS in Natural Resource Management or closely related field or an AS degree with 3 years substantiated work experience in areas of hazardous waste site studies, safety, sampling, documentation and client correspondence; experience with environmental compliance, restoration, reclamation and appropriate laboratory instrumentation.

And

Training: OSHA – 40 hour Hazardous Waste Site Safety Training must be completed upon hiring.

Certificates and Licenses:

OSHA 40 hour Hazardous Waste Site Safety Training must be completed upon hiring and reoccurring 8 hour refresher course must be maintained annually.

Valid Drivers License

Equipment Utilized:

General office equipment, personal computer, laboratory equipment, GPS/GIS, soils and water sampling equipment, and automobile.

Contact with Others:

Primary internal contact is with TSIP and CMC staff. Primary external contact is with TSIP clients.

Supervisory Requirements:

Assists with supervision of TSIP Interns. Reports directly to the TSIP Project Manager and/or NRM Program Coordinator.

Hazards:

Tasks involve use of standard office equipment, lifting and carrying heavy weight objects (at least 50 lbs.). Exposure to hazardous waste site operations, laboratory chemicals and conditions as per OSHA regulated guidelines. Exposure to high altitude environment and climate.

Updated June 27, 2011