

## Stormwater Project Manager

**Job Classification:** Regular, Exempt

**Minimum Hours Required:** 32 Hours Per Week

**Supervisor:** Community Programs Manager

### POSITION SUMMARY

This position helps identify, develop, and manage the design and construction of stormwater retrofit projects, primarily at schools and community spaces. Employees in this position work with a high degree of independence and maintain regular communication with their supervisor and members of both the Community Programs and Science Teams.

This position is based in the Estuary Partnership office. However, work occasionally takes place in field settings that may require travel throughout the Estuary Partnership study area. A portion of work in 2024 will take place in Ilwaco, Washington in association with a large construction project. The position may require occasional early morning starts or late nights and occasional weekend work, as well as semi-regular travel to and from Ilwaco during project construction. Field work may occur in difficult weather conditions and at diverse site types.

### REQUIRED EXPERIENCE AND KNOWLEDGE

- Five years of experience in project management, preferably managing stormwater, construction, or other environmental project types in collaboration with partners and contractors, from initial concept, to permitting, to construction, to post project monitoring. A degree or course work in a related field can be included as experience.
- Five years of experience developing and managing multiple small and large-scale projects simultaneously with multiple partners and various budgets, deliverables, and deadlines.
- Understanding of and working familiarity with various funding mechanisms for implementing stormwater projects. Experience securing funding for stormwater projects is desirable.
- Understanding of and working familiarity with stormwater retrofits; practices of civil engineering; infrastructure design and construction; and federal, state and local laws, codes and regulations regarding stormwater management and public works construction.
- Compiling, advertising, and evaluating competitive bid packages for the construction of stormwater projects.
- Interpreting and commenting on engineering design and construction sequencing plans and estimates.
- Ensuring project implementation and construction complies with federal, state and local laws, regulations and policies.
- Working familiarity with methods and techniques of stakeholder outreach, community and partner engagement, decision-making processes, and group processes.
- Working collaboratively.
- Strong written and verbal communication skills.

### ESSENTIAL DUTIES

- Identifies, develops, and coordinates the implementation of stormwater projects with various regional, state or federal jurisdictions, other stakeholders, and the public.
- Develop and manage multiple projects and contracts, including scopes of work, bid packages, and request for proposals, and oversee project and contract implementation. Ensure compliance with the contract terms, organization policies and procedures, applicable laws and rules, permit requirements, and specified monitoring protocols.
- Complete assigned work, implement tasks in annual workplan and meet deadlines, adhere to organization policies and procedures, and respond to feedback from supervisor.
- Communicate regularly with supervisor on development and delivery of projects.
- Foster landowner, community, regulatory, and agency support for stormwater projects and programs. Conduct community outreach and engagement with new partners – such as businesses, community groups, municipalities, ports, school districts, contractors, and funding agencies to implement existing projects and identify future projects.
- Manage project permitting with various government agencies.

- Identify potential funding opportunities and provide information to supervisor. Write components of grant applications, develop scopes of work, project reports, and other documents, and provide cost estimates for budget development. Communicate with supervisor as grant proposals are developed to ensure internal processes are followed and deadlines met for timely and complete submission.
- Coordinate with partners to develop project goals, develop project alternatives, select a preferred alternative, secure engineering designs and necessary permits, and identify and ensure adequate site assessment data collection, including data for engineering designs.
- Write project reports and updates, technical documents, disseminate program or project information, and make presentations on project or program information.

#### **RELATED DUTIES**

- Keep current on scientific literature related to stormwater management, water quality, hydrology, civil engineering, and other natural resource management tools to keep programming relevant.
- Identify barriers for underserved community members and programming to help remove barriers.
- Coordinate with partners. Build relationships with municipalities, funding and regulatory agencies, consultants, contractors, and others involved in the lower Columbia River to enhance regional collaboration and advance regional water quality improvement.
- Participate in team meetings to discuss and advance program objectives, enhance collaboration, and identify resource needs required to complete projects.
- Represent the Estuary Partnership at meetings, conferences, and workshops and in other public settings. Participate in regional work groups, meetings, and conferences.
- Other related duties as assigned.

#### **ORGANIZATION STANDARDS OF PERFORMANCE**

- All Estuary Partnership employees build and strengthen partnerships and foster collaboration with a variety of viewpoints and diverse interests to serve all communities and give people parity and equal engagement with and in the protection of natural resources. Place the river and public trust at the forefront. Support and promote the mission and work of the Estuary Partnership. Be familiar with the activities of all Estuary Partnership program areas, the lower Columbia River and the National Estuary Program, natural resource protection, and community programming.
- Implement actions within our Strategic Plan and DEI Strategy to identify and remove barriers for underserved communities in our programming.
- Include diverse and underserved communities, such as communities of color, Indigenous people, and low-income communities, to improve racial, gender, and cultural responsiveness when working with colleagues and partners and in carrying out job duties and responsibilities.
- Cultivate a positive work ethic and inclusive work environment. Exhibit a positive attitude and high level of professionalism.