

# Environmental Program Manager

City of Cambridge, Maryland

**Classification:** Exempt

# Pay Grade: 13 - 14

**Pay Range:** $83,500 to $112,500

**Benefits Summary:** This is a full-time, benefitted position with health insurance, a public pension, 13 paid holidays annually, vacation, sick leave, and more.

**Job Summary:** The Environmental Program Manager (EPM) is responsible for the planning and implementation of the City’s flood mitigation and environmental projects aimed at protecting the public health and safety, and public infrastructures and assets against the impacts of sea level rise and major storms. This is a new position that starts with the implementation of the City’s “Make Cambridge Resilient Community Development Program” for which the City has received a FEMA grant. The successful applicant will implement this program so that it is a sustainable program long term. As this program unfolds it is expected that the scope of the City’s flood mitigation infrastructure and environmental projects will expand and be a permanent part of the City’s annual program and budgeting process. The EPM will work collaboratively with City Department Managers, the City Engineer, and Director of Planning to ensure the integration of our flood mitigation and environmental protection efforts into all City operations. The EPM will also be responsible for the planning and implementation of the operations and maintenance plans for the City’s flood mitigation and environmental protection infrastructure as it is implemented over time. The position requires strong program management skills, technical experience and creativity, excellent interpersonal skills, and the ability to cooperate with diverse stakeholders. Initially, this position will organizationally report to the City’s Flood Mitigation Program Manager who is responsible for the implementation of our Community Development Program grant and who will provide guidance to the EPM and be responsible for reporting our progress to MDEM/FEMA under the terms of the City’s grant.

Cambridge is on the move with our new Cambridge Harbor development and the planned design and construction of our flood mitigation project along the Choptank River. This position is mission oriented. It provides the successful applicant with the opportunity to be part of all this new development in building an environmental management practice, in City government, that is focused on implementing policies and practices, plans, and project designs that will improve our environment, and reduce flood risk due to sea level rise and major storm long term and serve as a model for other communities on the Eastern Shore of Maryland.

This position will be funded under a FEMA Make Cambridge Resilient Community Development Grant for first three years with the objective of making the program sustainable beyond that time via development of a water/stormwater utility that could be funded via fees for service, instituting a special tax district or revenue from increased growth of the City.

# POSITION DESCRIPTION

Environmental Program Manager (EPM) is responsible for managing the City’s Make Cambridge Resilient Community Development Program and related efforts aimed at mitigating the long-term impacts of sea level rise and major storms on the City while implementing measures that enhance the quality of our environment. Key functional areas of responsibilities include:

* Development of an operations and maintenance program for the City’s flood mitigation and environmental protection infrastructure.
* Integration of flood mitigation and environmental protection measures into City planning efforts.
* Implementation of a City-wide Green Infrastructure Plan.
* Working with businesses and residents in the planning, design, and implementation of flood mitigation measures they can implement on their own.
* Development of a flood mitigation and environmental management workforce.

The scope of our FEMA Community Development Grant is planning. It is anticipated that over the first two years of the program, plans and concept designs will be developed under this grant by the project team that will ultimately be implemented through other funding sources, including directly by the City, or other grants. The City also plans to leverage the flood risk reduction measures planned and achieved under this program to participate in FEMA’s Community Rating System (CRS), a voluntary incentive program that recognizes and encourages community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program (NFIP). The successful applicant will receive the necessary training on City time and expense to serve as the City’s CRS Coordinator.

The EPM will collaborate with our Public Outreach Lead for our Make Cambridge Resilient Flood Mitigation Project under development along the Choptank River. He or she will also have one Technical Professional assigned for direct support. Additional staff support needed will be provided as part of the City’s cost match via in-kind support staff such as the City’s GIS specialist. Our major Make Cambridge Resilient Flood Mitigation Project design support contractor and general construction contractor would also provide support in the development of our O&M Program for our flood protection infrastructure which is a key initiative under this program.

The EPM will review our progress against our plan on a regular basis with our Steering Committee that includes representatives on both City and County management as well as state and federal regulators including MDEM/FEMA. They will also be providing updates to the City Manager and City Council on the progress of our efforts.

Leveraging Partners: Through our current Project Steering Committee, the city developed a strong working relationship with Maryland State agencies that would have input to our proposed program such as Maryland Department of Natural Resources, Maryland Department of Environment, Maryland Department of Planning, Maryland Department of Emergency Management, Federal agencies such as the US Army Corps of Engineers, and non-profit organizations such as Shore Rivers, and the University of Maryland Center for Environmental Science (UMCES) at Horn Point. Not only will the project team obtain input and advice on our program activities through our steering committee but will access them individually in their areas of expertise. For example,UMCES at Horn Point are not only experts in the design of living shorelines and other nature-based flood mitigation projects, but they can provide significant support in the development and training of our local workforce to support this program.

The project team will also reach out to other organizations and communities that have experience in, for example, green infrastructure plans, and the design and construction of specific nature- based flood risk reduction measures.

# MINIMUM QUALIFICATIONS

The successful candidate shall have a bachelor’s degree in environmental science, engineering, or a related area and a minimum of ten years of experience in environmental planning and delivery and project management with emphasis on stormwater management. Professional certification such as a Professional Engineer (P.E), Certified Flood Plain Manager (CFM), or Certified Environmental Professional (CEP) as well as experience in the planning and design of nature-based flood mitigation stormwater management projects is preferred.

Must possess ability to lead and work with a team of professionals and prepare progress reports. Must have knowledge of modern office practices, and procedures, and equipment with experience in Microsoft suite of office products. Must have ability to establish and maintain good public relations with City departments, employees, and the general public. Must be able to communicate effectively orally and in writing. Must demonstrate the ability to deal courteously, tactfully, and equitably with City employees and the public.

# WORKING CONDITIONS

Requires the ability to perform the functions of the job which require operating both indoors and outdoors; walking frequently, driving a vehicle daily, getting in and out of a car frequently; visiting multiple locations daily in all types of weather and conditions, including exposure to pollen and dust.

* Requires cardiovascular fitness to walk across properties, up and down flights of stairs daily at various locations and over varying terrain.
* Requires sufficient ambulatory ability to move about the office and outdoor field locations and to bend, stoop, reach, and climb.
* Requires the ability to alternatively sit and stand for sustained periods of time.
* Requires near and far visual acuity to read reports, printed material, computer screens, observe moving objects, and observe physical layouts.
* Requires manual and finger dexterity as well as hand-eye coordination to write and to operate computers and other office equipment.
* Requires the ability to hear and communicate verbally.
* Requires the ability to lift and carry light objects not expected to exceed 20 pounds.

The above job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

# LICENSE

Possession of or ability to obtain a valid "Class C" Maryland driver's license. Driver’s License is to be in good standing and acceptable by the City of Cambridge's insurance company.

# PRE-EMPLOYMENT

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting.

# PROBATIONARY PERIOD

All City of Cambridge employees are subject to a one-year probationary period provision as specified in the employee handbook. Probationary, temporary, provisional, and seasonal employees serve at the pleasure of the City and are "At-Will."

# OTHER:

The above job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**Requested Reasonable Accommodations: *(Please attach if requesting)***

Classification Established: April 2023