

# Environmental Project Manager

City of Cambridge, Maryland

**Classification:** Exempt

# Pay Grade: 10

**Pay Range:** $64,775 to $69,475

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

**Job Summary:** The Environmental Project Manager (PM) will support 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 will support our “Make Cambridge Resilient Community Development Program”. As this program moves forward 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 PM will support the Environmental Program Manager (EPM) and project team in the planning and implementation of a wide range of flood mitigation and environmental protection and restoration projects. The position requires solid technical experience in the planning and design of flood mitigation and environmental protection projects and the ability to learn and develop the skills to support a wide range of structures and systems. Projects may range from nature-based stormwater management and green infrastructure for the control and treatment of stormwater runoff such as bioswales, raingardens, stormwater retention ponds, permeable paving, infiltration basins, subsurface retention systems, to flood protection systems and flood proofing of buildings and residences. The position also requires good interpersonal skills in working with a team. This position reports to the EPM who is responsible for the implementation of our Community Development Program.

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 Project Manager (PM) will support the implementation of 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. The successful candidate will provide planning and design support to the EPM in the following areas.:

* 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.
* Planning for the maintenance of the City’s flood mitigation and environmental protection infrastructure.

This position provides direct technical support for our Make Cambridge Resilient Community Development Program. He or she will work collaboratively with other staff assigned from various departments to support specific initiatives. This could include, for example, our GIS staff assigned to support the development of our green infrastructure plan and staff assigned by our planning and engineering departments to support the planning and design of specific flood mitigation and environmental protection and restoration projects.

# MINIMUM QUALIFICATIONS

The successful candidate shall have a bachelor’s degree in environmental science, engineering, or a related area and a minimum of five years of experience in environmental planning and design with emphasis on stormwater management and environmental protection and restoration. 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 and stormwater management projects is preferred.

Must possess ability to work with a team of professionals and have good writing and communication skills. Must have knowledge and experience with computer applications needed for planning and design as well as Microsoft suite of office products.

# 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 accommodation 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