



Job Description

Job Title:	Environmental Program Officer	Requisition # 2018-11
Division:	Program Operations	
Reports To:	Program Director	
Grade Level:	17	
Salary:	\$64,000 - \$77,000	
FLSA Status:	Exempt	
Employment Status:	Full Time	

Job Summary

Under the direction of the Program Director and the SDA Environmental Advisory Group Leader, the Environmental Program Officer is responsible for the comprehension, management and oversight of environmental due diligence, land use planning and permitting, and related site development services to support school facilities construction projects undertaken by the Authority. Efforts by the Environmental Program Officer, working in concert with teammates, serve to control budgeted costs and schedules and to speedily identify and resolve issues to prevent and minimize project delays.

This position requires excellent negotiation, communication and organizational skills to simultaneously coordinate and execute multiple facets of a project in a deadline driven environment while satisfying the Authority's financial accountability responsibilities. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. In partnership with team members, manage complex projects by effectively coordinating activities of stakeholders within the NJSDA, as well as external entities including architectural and construction management consultants, contractors, school district personnel, NJ Department of Community Affairs, NJ Department of Education, NJ Department of Environmental Protection, and other local and state agencies from the planning phase to post occupancy.
2. Manage contracts and assignments awarded to environmental, architectural and engineering consultants; surveyors; abatement, demolition and earthwork contractors.
3. Performs environmental reviews associated with the permit review process and coordinates reviews with other department and division entities.
4. Analyze consultant and contractor proposals, review technical reports and specifications, negotiate budgets, schedules and validate project billing and supporting documentation.
5. Meets with public and professional groups, industrial and commercial management representatives, third party contractors and representatives of federal, state and local government and agencies concerning site environmental activities and operations.
6. Provide guidance on applications in the preparation of environmental information documentation and environmental impact statements.
7. Reviews and participates in disputes regarding negotiations, condemnation issues and site environmental investigations to resolve issues before they become detrimental to the project.

8. Acts as a liaison between NJSDA and school district facilities personnel to resolve issues quickly and deliver the project within scope and schedule parameters while simultaneously protecting the financial interests of the Authority.
9. Conduct field inspections of proposed project locations during project development to assess environmental impacts.
10. Review environmental reports and provide commentary and guidance to suit project needs.

Required Skills and Abilities

1. Outstanding communication, analytical, organizational and problem solving skills.
2. Strong interpersonal, negotiation and collaboration skills to foster a positive work environment, with internal partners.
3. Demonstrated ability to work in a deadline-driven, fast-paced environment, managing multiple project tasks simultaneously while collaborating with professional staff, both individually and as a team.
4. Proficient in the use of Microsoft Office products (Word, Excel, PowerPoint, Outlook, etc.)

Required Education and Experience

1. Bachelor's Degree in Geology, Civil Engineering, or Environmental Science. Master's Degree in a related field preferred.
2. Experience in environmental due diligence, or land use planning, or brownfield re-development preferred.
3. Knowledge of Federal and New Jersey environmental regulations.
4. Experience in managing contract requirements assigned to environmental, architectural and engineering consultants; surveyors; abatement, demolition and earthwork contractors.
5. Knowledge of software applications to manage projects and schedules such as Primavera Expedition, Prolog, etc.

Physical Demands

Regular construction worksite visits that may require physical activities such as climbing ladders and walking significant distances, etc.

Certificates and Licenses Required

Valid Drivers' License