

Environmental Project Manager #011681

Kamehameha Schools has an Environmental Project Manager position available in the Commercial Real Estate Division at the Kawaiaha‘o Plaza on O‘ahu. Deadline to apply: 5/31/2011. Applications accepted online only at www.ksbe.edu/careers.

Minimum Requirements:

- Min 3 – 5 years of related work experience with an Environmental consulting firm, engineering firm, corporate firm or real estate firm in an environmental role.
- Must have minimum 3 years experience in environmental investigation and/or remediation projects, including at least 2 years of independent project management (contracting, scheduling, project coordination, construction oversight).
- Understand environmental site investigation, remedial design, construction methods and quality control protocols.
- Have experience working with petroleum-impacted sites, gas stations, USTs, and hazardous building materials (asbestos, lead-based paint, PCBs).
- Have a solid knowledge of State of Hawaii environmental laws and regulations (Hawaii Environmental Response Law (HRS 128D), State Contingency Plan (HAR §11-451), Hazardous Waste Management (HRS 342J, HAR 11-260), Underground Storage Tanks (HRS 342L, HAR 11-281), Solid Waste Management Control (HRS 342H, HAR 11.58.1). Have familiarity with equivalent federal laws (i.e., CERCLA, RCRA, NEPA).
- Firm understanding of the geological, hydrogeological, and biological processes underpinning environmental work.
- Have foresight to identify and address potential environmental issues before they become problems.

Duties:

Planning and Monitoring

- Evaluates organizational environmental risks and provides guidance to management on proposed action plans.
- In all roles, ensure that assessment of KS' risks are managed so that 1) the value of KS' assets is not impaired and 2) there are no unacceptable risks to tenants, visitors or neighboring sites.

Transactions and Ongoing Operations

- Supports KS divisions on transactions and operational matters.
- Performs environmental due diligence for specific KS transactions, including purchases, dispositions, new leases, amendments, etc.
- Reviews Phase I Environmental Site Assessments and other applicable reports and summarizes results for management.

Project Management

- Manage and supervise multiple, concurrent environmental investigation and remediation projects (including field activities performed by consultants).
- Corresponds with external consultants regarding site evaluation and mitigation plans.
- Ensure compliance with environmental and safety laws; interact with environmental regulators.
- Prepare and review project scopes of work and cost estimates; negotiate contracts and change orders; track project performance, budgets and schedules.
- Prepare environmental project feasibility and progress reports; communicate in layman terms the technical aspects of projects to assist management and in-house staff.
- Review and edit reports prepared by consultants.
- Research available databases (scientific, regulatory, maps, photographs) to gather background data on properties of interest.
- Make project decisions based on law, institutional values, cost/benefit considerations and community input.

Property Inspections

- Perform annual property inspections for KS assets.
- Prepare periodic reports detailing findings.
- Identify and implement necessary follow-up work.
- Help develop and implement Pollution Prevention Program for ground leases and tenants.

Training

- Develop and provide basic environmental training to asset managers and third party property managers.

Education:

Bachelor's Degree in Environmental or Civil Engineering, Geology, Environmental Science, Environmental Management, or closely related field.

HOW TO APPLY:

Interested applicants must apply online. Visit our website at <http://www.ksbe.edu/careers> & search Requisition Number 011681 for full job description, & to apply for this position. *Sorry, no resumes accepted via email, mail or fax.