



MASSACHUSETTS PORT AUTHORITY
invites applications for the position of:

Environmental Project Manager, Sustainability

LEVEL: 8

OPENING DATE: 06/18/14

DESCRIPTION:

The Environmental Project Manager, Sustainability at the Massachusetts Port Authority will manage, coordinate and implement data management systems to track and monitor authority-wide sustainability goals. Duties include, but are not limited to: implementation of projects to reduce greenhouse gas emissions, implementation of programs to support green procurement and other projects related to sustainability.

ESSENTIAL TASKS OF THE JOB:

Manages existing Leadership in Energy and Environmental Design (LEED) and Massport Sustainable Design Standards and Guidelines (SDG) certification programs.

1. Reports on LEED/SDG certification efforts for new and existing projects for all of Massport.
2. Prepares LEED/SDG Gap Assessment reports for potential projects.
3. Performs training for Capital Programs staff in LEED and SDG standards.
4. Uses the U.S. Green Building Council's LEED online program in an effective manner to accomplish the goals of the LEED program.
5. Tracks and monitors LEED and SDG goals in Microsoft Excel and Access databases.

Manages sustainable projects for all Massport facilities to support authority wide sustainability goals.

Manages the Sustainability Management Plan and projects for Logan International Airport.

1. Develops Sustainability Performance Targets with the Sustainability Working Group.
2. Identifies Sustainability initiatives that preserve, protect and enhance the environment surrounding the airport through efficiencies, cost reductions etc.
3. Develops an Implementation Action Plan that will include goals and targets.
4. Develops a Monitoring and Reporting Plan that will be used to measure progress towards achieving the targets for each sustainability initiative.

Works with all of Massport business units to develop and implement sustainability projects.

Develops, and implements formal policies and verifiable objectives for certification of Environmental Management Systems (EMS) to the ISO 14001 standard.

1. Incorporates new sustainability objectives and targets into existing EMS Program.
2. Assists with leading the EMS team meetings with Massport managers, employees and consultants.
3. Develops and maintains Massport-wide policies and procedures required for EMS documentation.
4. Manages internal and external EMS Audits and Management Review Meetings in accordance with ISO 14001 and tracks status of corrective actions to ensure all items have been resolved.
5. Tracks individual facility compliance with EMS programs and updates facility-specific documentation to retain certification and promote continual improvement.
6. Works with facility representatives in all facets of implementation of EMS.
7. Develops and conducts facility-specific on-site EMS training as required, including new employee orientation program.

Communicates with tenants and Massport managers on sustainability issues.

1. Prepares an article for each quarterly EnviroNews newsletter edition.
2. Establishes tools to promote sustainability and enhance information sharing.
3. Creates Standard Operating Procedures and Massport policies to assist with tenant and Massport sustainability performance.

Develops and implements formal policies on sustainability.

1. Identifies and prioritizes areas for sustainability efforts.
2. Plans and develops long and short range programs to foster sustainability within Massport.
3. Assists with defining goals and performance metrics to monitor and evaluate program effectiveness. Documents performance trends, and recommends and implements modifications to improve program effectiveness.
4. Researches and maintains working knowledge of best practices at peer airports and ports with regard to sustainability.

Modifies and implements Massport Sustainable Design and Construction Standards and Guidelines (SDG).

1. Modifies technical standards, protocols and requirements for green building programs.
2. Reviews calculations and assumptions used to estimate or measure savings and emissions

reductions due to efficiency or green projects.

3. Assists in the development and implementation of quality assurance procedures for green building programs.

4. Trains and communicates to Massport staff, designer and contractors about SDG content, implementation and requirements.

SECONDARY JOB TASKS

Represents Massport at community, agency and other meetings, such as Leading by Example Council meetings.

Monitors industry advancements in sustainability issues relevant to Massport.

Establishes effective working relationships with Massport operating departments.

Performs other projects and tasks as necessary.

JOB REQUIREMENTS AND QUALIFICATIONS:

EDUCATION: Must have a B.S. in Environmental Science, Sustainability, Architecture, Environmental Engineering or related field. LEED project experience, 2 + years projects preferred. LEED-AP accreditation required.

EXPERIENCE: Must have a minimum of 3-5 years of relevant experience. A broad base of experience in sustainability initiatives, Environmental Management System (EMS) development and LEED is critical.

UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS:

1. Extensive knowledge and abilities in Excel, Word, Power Point and Access.
2. Current and valid driver's license.
3. Ability to pass airfield driving test and obtain Aerodrome Ramp and Apron License.
4. Ability to pass Massport background check and obtain Massport security clearance.
5. Ability to pass Massport controlled substance screening and background security checks.

SUPPLEMENTAL INFORMATION:

WORK SCHEDULE: Ability to work 37.5 hour work week, and ability to meet fluctuating work load demands as necessary.