



REGIONAL SERVICES • COMMUNITY FOCUSED

The Southern Georgia Regional Commission is seeking a professional project manager to lead the water quality and environmental programs of the 18-county region. Duties include development and implementation of plans related to water quality concerns for the region, including water quality best management practices for agriculture, residential, and municipal use. Helps source and secure funding from regional, state and federal sources. Performs budget analysis and time allocation associated with grant opportunities. Valid driver's license, MVR, and pre-employment drug test required. Email resume and cover letter to Corey Hull at chull@sgrc.us. Position will remain posted until it is filled. Salary commensurate with experience. EOE.

JOB TITLE: Environmental Project Manager

DEPARTMENT: Transportation and Environment

JOB SUMMARY: This position is responsible for providing environmental and water quality technical assistance to local governments, organizations, and individuals. This position involves interaction with local governments, farmers, and stakeholders throughout an 18-county region. The position is in charge of water quality project planning, grant funding, and implementation. The position will make sure the scope of the project is sound, reporting is completed regularly, and the project is staying on the approved schedule and budget. The SGRC is a regional planning and intergovernmental coordination agency providing services in transportation, environmental, and local community planning; workforce training; aging services; GIS mapping; IT support services; small business loans; and community and economic development.

MAJOR DUTIES:

- Performs local and regional environmental project management and planning duties, environmental studies, and assessments.
- Develops and implements plans and pitches ideas related to environmental concerns for the region, including water quality best management practices for agriculture, residential, and municipal uses.
- Develop and present model ordinances to improve water quality to local governments for adoption as outlined in the Regional Water Plan.
- Meets with government officials, conservation groups, business leaders, farmers, and educators regarding water quality opportunities within the region; participates in local meetings and conferences concerning environmental issues.
- Develops educational and promotional materials for available water quality programs within the region.
- Identifies problematic and potentially problematic environmental and water quality issues within the region.

- Participates in field work, including water sampling and photography.
- Helps source and secure funding from regional, state and federal sources to ensure continued improvements to regional water quality.
- Performs budget analysis and time allocation associated with grant opportunities in order to ensure timely completion of tasks.
- Maintains and utilizes the transportation and environmental planning linkages GIS dataset along with other team members
- Performs other related duties as assigned.

CURRENT WORK PROGRAM

This is a position funded by the following grants. This position will be a full-time temporary position that will end in early 2022 unless additional funding sources are identified.

- New River Water Quality Improvement Grant (Complete Early 2021)
 - Work with City of Tifton, GA to complete stormwater system mapping project
 - Oversee citizen scientists to complete water quality monitoring within the watershed
 - Compile quarterly and final reports
- Regional Water Plan Seed Grant (Anticipated to be complete in February 2022)
 - Develop comprehensive review of impaired water bodies through data collection and analysis
 - Work with steering committee, stakeholders and citizen scientists for data collection and to guide analysis efforts
 - Develop educational/outreach tools for the public about water quality improvement
 - Develop a prioritized list of significant non-point source pollution candidates in each water body
- Analyze transportation projects to evaluate their potential impact on various natural and social environment factors

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of regional planning and environmental planning techniques and methods.
- Knowledge of project management techniques including, but not limited to: adherence to budgets, adherence to contract requirements, ability to manage multiple similar projects at once.
- Knowledge of research processes and statistical analysis and interpretation.
- Knowledge of commission policies and procedures.
- Skill in conducting related research.
- Skill in preparing and presenting planning reports in public settings.
- Skill in operating a personal computer and various software programs.
- Skill in developing and implementing programs.
- Skill in operating standard office equipment and cameras.
- Skill in oral and written communication and interpersonal relations.

PREFERRED SKILLS: The preferred candidate will also possess the following skills:

- Knowledge of GIS software and data analysis.
- Knowledge of public administration and government jurisdiction interrelationships.
- Knowledge of local, regional, state, and federal regulations, laws, and funding sources.

SUPERVISORY CONTROLS: The Transportation and Environmental Director assigns work in terms of general instructions. The supervisor reviews completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include the stormwater regulations, erosion and sedimentation regulations, and Department of Natural resources rules and regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied project management and planning duties. The variety and number of projects and the need for sensitivity to political, social, and economic factors contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide professional project management and planning support for the commission's environmental and water quality activities. Successful performance contributes to an improved quality of life for area residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives of member governments, farmers, industry representatives, relevant state and federal agency officials, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and occasionally heavy objects and distinguishes between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to dust, dirt, grease, irritating chemicals, and contagious or infectious diseases. Work occasionally requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field (biology, agribusiness, agriculture, natural resources, rural community development, or similar).
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Successful candidate must have excellent ability to produce written narrative, be a self-starter, and be willing to work independently (and in teams), and meet deadlines. Candidate should have excellent computer skills, including those needed for social media networking. Successful candidate should be familiar with the SGRC and our various programs and activities found on our website at www.sgrc.us.

The anticipated start date for this position is on or around May 1, 2020 so that the candidate may shadow the incumbent in this position for up to a month.

This position is based in our Valdosta, GA office. This position is a full-time (37.5 hours/week) position. Candidates should submit cover letter, resume (or statement of class work), writing sample, and references to: Corey Hull, SGRC, via email at chull@sgrc.us. Driver's License, MVR, drug test and background check required. EOE. Resumes will be accepted until position is filled.