Gerald R. Ford International Airport Authority

JOB DESCRIPTION

**POSITION:** Environmental Manager  
**DEPARTMENT:** Engineering

**CLASSIFICATION/Grade:** 12  
**REPORTS to:** Director of Engineering

**FLSA STATUS:** Salaried-Exempt  
**APPROVED:** Jan 21, 2020

The Gerald R. Ford International Airport Authority ("The Authority") views its environmental sustainability efforts as an integral part of its mission and is committed to reducing the Airport's impact on the natural environment. Environmental sustainability has been demonstrated as a core component of the Airport's mission since before the Airport opened at its current site in 1963.

**JOB SUMMARY:**
Provides support to environmental protection function with projects, studies, management, documentation and correspondence. Participates in the development and maintenance of the airport’s Environmental Management and Sustainability Plans. Continues the Gerald R. Ford International Airport’s tradition of environmental excellence. Participates in the evaluation compliance with environmental regulation, policies, and guidelines and assists in developing and implementing means to achieve compliance for the airport/airport system and tenants. Assists in environmental planning, impact assessment, auditing and reporting activities through sampling, examining and reporting on a wide variety of physical, chemical and biological products relating to air, water, and soil contamination and on-site materials. Administer the airport noise management program by responding to aircraft noise complaints and inquiries.

**Essential Duties and Responsibilities:**
- Formulates and manages detailed program plans and budgets for Environmental protection and compliance for the Authority.
- Reviews and provides recommendations for proposed airport developments and construction in relation to environmental impacts and any potential improvements to the airport environment.
- Manages and participates in the development and recommendation of environmental program policies, operating and administrative procedures, and the airport capital improvement plan.
- Oversees development of annual work programs and calendars; plans, organizes and implements work activities to meet established environmental program goals, objectives, and regulated requirements.
- Leads airport sustainability efforts and administers the airport wide recycling program, identifying and implementing new strategies to reduce environmental impacts.
- Facilitates the resolution of environmental issues between key stakeholders; maintains and reports on program activities and performance results; assist in tracking program expenditures.

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- Oversees and manages airport specific systems including underground storage tanks, natural treatment system, glycol collection systems.
- Manages, oversees and participates in performing environmental field investigative and compliance work and special studies:
  - Plans, manages, directs field sampling, other environmental survey activities and efforts associated with compliance and cleanup/mitigation.
  - Plans, organizes and directs the activities of field crews and consultants; directs performance of Authority and tenant environmental compliance investigations; oversees, directs and participates in the compilation and analyses of data and findings and develops and recommends courses of action.
  - Participates in the airport wildlife hazard assessment program.
- Coordinates program activities with pertinent outside agencies; determines and makes recommendations regarding appropriate levels of coordination; develops program partnerships with external agencies and organizations; develops formal agreement for multi-agency efforts.
- Provides environmental expertise, consultation, information and technical assistance to other departments, tenants, agencies and organizations; responds to a variety of environmental inquiries from representatives of different Authority divisions/departments, tenants, and regulators.
- Develops and provides recommendations for addressing environmental issues; interprets, explains and applies laws, regulations, rules, policies, data, processes and procedures related to areas of responsibility for Authority management, staff and tenants; coordinates with other agencies for information sharing and community education.
- Collaborates to provide responses to requests for information (FOIA) regarding program activities or requirements; represents the department in meetings with internal and external agencies regarding program issues; plans, develops and conducts in-house training on assigned programs.
- Plans, develops, and conducts program outreach and promotional activities for departmental programs; develops or directs development of information, outreach and education materials; work with in-house staff to plan, organize and implement effective public and media relations goals and strategies; oversees staff presentations to tenants, community, neighborhood, businesses, and school groups; plans initiatives to encourage public participation in environmental programs.
- Develops and manages consultant contracts; oversees work of consultants to ensure contract terms are met; monitors work programs and schedules to ensure timely project completion; reviews and approves invoices.
- Coordinates the submittal of NEPA environmental approval documents to FAA for airport construction projects.
- Participates in analyses of environmental aspects of the Authority’s capital construction programs; reviews and comments on construction bid specifications, contractor submittals and other documents; identifies issues and develops and offers recommendations for environmental impact mitigation.
- Develops and obtains capital construction program permits from regulatory agencies, ensures permit compliance during construction and ensures construction mitigation impacts are completed.
- Develops, writes, reviews and presents a variety of technical reports, documents, correspondence and records related to departmental programs; drafts correspondence

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to other Authority departments and state and federal regulatory agencies; drafts Staff Report items; oversees maintenance of accurate and complete environmental records.

- Develops and recommends revisions and improvements to section and department guidelines and pertinent Authority policies and procedures; keeps abreast of and incorporates training regarding environmental developments in departmental programs.

*(Listed examples are illustrative, and representative of the tasks required of this classification, but are not intended to be complete or exhaustive of this position.)*

**Required Knowledge/Skill/Abilities:**

**Knowledge of:**

- Technical working knowledge of federal, state and local environmental laws, rules, and regulations including the National Environmental Policy Act (NEPA) and the National Pollutant Discharge Elimination System (NPDES).
- Negotiation skills to obtain permits from federal, state, regulatory agencies.
- Advanced project management methods, tools and techniques of environmental protection and capital project management.
- Principles and practices of program planning and management.
- Principles and practices of public administration, including budgeting, purchasing, contracting and maintenance of public records.
- Principles and practices of public outreach and involvement, including marketing principles and practices.
- Principles and practices of sound business communication.
- Computer capabilities applicable to functional responsibilities.

**Ability to:**

- Analyze assigned program, administrative and operational issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations and communicate those recommendations to technical and non-technical colleagues and the public.
- Define and communicate program goals to all stakeholders clearly, succinctly and persuasively.
- Plan, organize, and complete programs efficiently in accordance with time, budget and quality requirements.
- Prepare clear and concise program plans and documents, reports of work performed and other written materials.
- Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
- Work collaboratively as a project manager and leader to ensure agreement and consensus.
- Negotiate expectations, facilitate open communication and mediate disputes among internal and external stakeholders.
- Hold consultants, contractors and program team members accountable for meeting

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program schedules, budget and quality metrics.

- Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
- Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to assigned program responsibilities.
- Manage, direct and evaluate the work of professional consultants, contractors and designated staff.
- Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
- Communicate effectively orally and in writing to both internal and external program stakeholders.
- Ensure the maintenance of all required files, records and documentation.
- Exercise independent judgment and initiative within establish guidelines.
- Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
- Establish and maintain effective working relationships with all levels of management, staff, representatives of regulatory and government agencies, environmental action groups, vendors, tenants and others encountered in the course of work.

Contacts:  This position has frequent contact with:

- Internal employees and external departmental clients, to provide assigned services.
- Consultants and/or regulative agencies.
- Members of the general public to provide information and assistance.
- Airline and other tenant staff members.

Qualifications and Requirements:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in environmental, biological, physical or chemical science or a closely related field to work being performed by the Authority; and at least eight years of progressively responsible experience involving analysis, planning, and/or implementation of professional environmental-related program assignments, at least three years of which were in a project or program management or supervisory capacity; or an equivalent combination of training and experience. Aviation experience will be considered but is not required. Aviation related duties will be supported by other Authority staff.

Licenses and Certifications:

- A valid Michigan driver's license and a safe, acceptable driving record. If current driver's license is issued in another state, a Michigan driver's license must be obtained within four (4) months of job start date.
- Must complete/meet Airfield Certification requirements within four (4) months from date of hire.

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• State of Michigan Underground Storage Tank Class A and Class B Owner/Operator Certifications requirements within four (4) months from the date of hire.
• State of Michigan Certified Industrial Stormwater Operator Certification requirements within six (6) months from the date of hire.
• Optional but preferred: LEED Accredited Professional, Envision Sustainability Professional, other sustainability or environmental credentials

**Physical Requirements:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of the duties of this job, the incumbent:
• is regularly required to stand, walk, stoop and kneel; use hands to manipulate electronic keyboard, finger, handle, grasp or feel; use hands and arms to reach forward and at shoulder level;
• to talk and hear in order to communicate in person and by telephone or radio;
• must possess mobility to work in a standard office setting and to attend meetings at various sites within and away from the Authority;
• must frequently lift and/or exert force up to ten pounds and occasionally up to 25 pounds;
• Possess at least minimum corrected vision abilities including close vision, distance vision, depth perception and ability to adjust focus vision enough to read printed materials, charts, graphs, instrument scales/readout devices and a computer screen;
• is regularly required to sit for prolonged periods of time and to move about the work site and off-site locations.

**Work Environment:**
The positive and collaborative work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Work is generally performed within an office environment. The noise level is usually moderate.
• May be required to work outdoors when calibrating monitoring equipment and/or observing conditions and equipment. Aircraft noise, fuel fumes and vibrations are conditions frequently encountered.
• The incumbent typically operates telephone, computer keyboard and standard office equipment such as copier and electronic calculator.

**Supervisory Responsibility:** This position has no direct reports

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**Other Requirements:** Must be able to complete and pass a background investigation as required and pre-hire and random drug and alcohol screenings.