



Manager of Environmental Field Operations

Employment status: Full-time

Reports to: Director of Field Operations, President and Vice presidents

Distinguishing Job Characteristics

Manages and directs the Environmental field operations and staff from an executive management level. Maintains responsibility for sharing in the over-all culture of all field operations and for providing leadership and coordination of activities to insure employee safety, client satisfaction, and the efficient allocation of human and other resources.

Essential Duties and Responsibilities

Plans, implements and operates programs to develop the smooth and efficient placement of manpower, materials and equipment on jobsites as required to satisfy safety regulations, contract requirements, insure client satisfaction and project profitability.

Provides information to the President and Vice Presidents upon which they make policy and strategic goal decisions. Provides assistance and support to the President and Vice Presidents in development and adoption of policy related to human resources, materials, equipment acquisition and other functions.

Maintains open communications with the management team, attends management meetings, and makes reports to the President and Vice Presidents regarding the company's environmental project related activities including communication with accounting personnel regarding financial issues as they relate to contract cost, invoicing and other project matters.

Develops relationships with staff, vendors, clients, consultants and others to generate revenue and improve the reputation, efficiencies and profitability.

Insures that the appropriate materials and equipment are on hand and available on projects as required to maintain efficiency without undo waste. Insures that purchases of materials, equipment and services are competitive and of the best quality for the best price.

Assists in recruitment and hiring of new personnel. Develops and encourages new hires as well as existing employees of the company in an effort to constantly develop new field project supervisors and competent field workers. Is involved with others in the development and implementation of an employee evaluation process. Remains sensitive to changing personnel needs.

Provides leadership and supervises day-to-day field operations related to environmental projects. Delegates, monitors, and coordinates work, plans and implements objectives and organizational goals, encourages and mentors staff, oversees safety training and professional development. Ensures work and performance is consistent with the company's reputation and obligations.

Develops and maintains acceptable standards of professional practice, and administers sound human resource management practices. Maintains co-authority to employ staff and administer personnel actions in accordance with approved policy.

Maintains current working knowledge of developments, trends and issues in the construction industry operations and functions (especially the environmental sector).

Ensures that project and personnel records, personnel files and other confidential and sensitive information are well-maintained.

Works assigned schedule, exhibits regular and predictable attendance and works outside of normal schedule to meet workload demands. Performs other related duties as required.

Other Duties, Responsibilities, Knowledge, Skills and Abilities

Scope of Supervision: All supervisors and workers employed to perform activities on environmental projects.

Knowledge: construction related operations, functions and processes; general management principles; human resource management; sound purchasing principals; marketing and public relations.

Abilities: apply management principles to practical work situations; promote and maintain good public relations as representative of the company; develop and maintain effective working relationships with the management team, other employees, clients, vendors, business representatives, general public and other job contacts; maintain confidential and sensitive information; work independently; coordinate multiple activities and tasks; conceptualize and meet company priorities.

Skills: verbal and written communications; plan and specification reading; preparing written reports; writing; networking; reading and interpreting projects estimates, budgets and costs. Computer skills as required to accomplish responsibilities.

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Short List of Responsibilities and Duties

- Reads and understands project plans and specifications with enough knowledge and skill to understand the manpower, material and equipment needed to complete a project on time and on budget.
- Assigns and manages supervisors and workers on environmental projects and insures that projects are staffed as intended and that staff size and makeup is adjusted as needed.
- May interview and recommend potential employees.
- Arranges for the maintenance of vehicles and equipment utilized in the completion of work.
- Recommends and arranges purchases of materials, equipment and services utilized in the completion of work.
- Manages the warehouse manager in an effort to improve warehouse conditions, safety and efficiency.
- Communicates with supervisors, clients, consultants and others related to project issues. Solves problems related to projects and personnel.
- Assists in maintaining documentation required for project close out and invoicing.
- May arrange drug screening, physicals and training for employees.
- Arranges for the proper and legal disposal of all waste from environmental projects
- Works with other managers who are assigned to construction related projects to share resources and support each other.
- Other duties as required to maintain a safe, efficient, respected and profitable field operation.