

# Environmental Project Manager (Honolulu)

**Kamehameha Schools has a full-time, permanent position open for Environmental Project Manager in Honolulu, HI.**

## **Job Description:**

### Planning and Monitoring

- A. Evaluates organizational environmental risks and provides guidance to management on proposed action plans.
- B. 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

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

### Project Management

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

### Property Inspections

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

## **Skills:**

- 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. Have familiarity with equivalent federal laws.
- 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.
- Must have strong interpersonal skills, including presentation, oral communication and writing.
- Must manage highly confidential information using ethical conduct and discretion at all times.
- Must be able to prioritize and manage multiple activities simultaneously, be able to meet deadlines, and work independently with a high degree of accuracy.

**Minimum Qualifications:**

- A Bachelor's Degree in Environmental or Civil Engineering, Geology, Environmental Management, or closely related field
- 3 – 7 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).
- Must have a valid driver's license.

**Preferred Qualifications:**

- Hawaii work experience is preferred
- Current 40 hr and 8 hr HazWoper training
- MS degree and/or Professional Licensed as a Professional Engineer or Geologist (PE or PG)
- Computer skills with MS Office suite, Access, State and County databases, GIS, etc.
- Must be able to interview in person in Hawaii

Kamehameha Schools offers employees a comprehensive benefits package that includes medical/dental, disability, paid vacation, and more.

**For more information or to apply, please visit our website at <http://www.ksbe.edu/careers>**

- Location: Honolulu
- Compensation: Negotiable
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job.
- Please do not contact job poster about other services, products or commercial interests.