



CAREER OPPORTUNITY
ENVIRONMENTAL SPECIALIST I

Salary Range: \$64,480 | \$96,030

APPLICATION SUBMISSION DEADLINE: July 11, 2023, or until filled. THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF ENVIRONMENTAL SPECIALIST I. ANY INDIVIDUAL WITH AN INTEREST IN BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.

APPLICATION SUBMISSION REQUIREMENTS:

- 1) **COVER LETTER (Including Desired Salary)**
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods:

- **BY EMAIL (attach all documents in a single combined PDF format in order as 1-4 above):**

HR@portofh.org (Important: Email Subject Line to read *exactly* as follows ;)
HR- ENVIRONMENTAL SPECIALIST I

OR.....

- **BY US. POSTAL SERVICE:**

**THE PORT OF HUENEME
Environmental Specialist I
Attn: #345 HR-RECRUITMENT
567 West Channel Islands Blvd.
Port Hueneme, CA 93041**



POSITION TITLE:	Environmental Specialist
CLASSIFICATION	Specialist 1
DEPARTMENT:	Operations
SALARY MIN MAX:	\$64,480 ~ \$96,030

GENERAL PURPOSE

Under the general direction of the Environmental Manager, the Environmental Specialist uses discretion and independent judgment to contribute to the planning and coordination of environmental projects and provides feedback and suggested implementations.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

- Collaborates with the Operations Team and formulates plans and direction to meet project tasks and requirements.
- Implements and tracks the Port’s Environmental Management Framework and Climate Action Plan and suggests updates to associated plans.
- Uses independent judgment to prepare policy and research memos that may impact Port operations and their customers.
- Coordinates with consultants and contractors, customers, community and Regulatory Agencies on environmental projects which substantially impact the Port and its operations.
- Implements Port environmental programs such as the Port’s Green Marine certification, including monitoring, tracking, and adjusting of projects and programs, project processes such as maintaining key performance indicators, graphical display of project status, budgets, timelines, and milestones.
- Implements environmental community education and outreach, including campaign design and utilizing working experience with presentation of scientific concepts and information to non-scientific and non-technical audiences.
- Acts as liaison for sharing information and progress about Port environmental programs to social media and multi-media staff to present to community audiences.
- Attends meetings to represent the Port and/or brief upper management in lieu of Environmental Manager when needed.
- Educates Port customers and tenants of planned projects in conjunction with Operations Team.

- Reports to Environmental Manager on project progress, problems encountered, and solutions or remedies implemented.
- Implements sound safety and environmental protection principles and fosters safety and environmental stewardship in construction projects.
- Adheres to Port policy and maintains good employee relations.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Education, Training and Experience:

- Has bachelor's degree in environmental science or similar or equivalent 10-year experience.
- Have pertinent academic and professional experience in some or all of the following fields:
 - Environmental policy and regulation, compliance methodologies and related permitting systems.
 - Geographic information systems (GIS), map and spatial data manipulation and assessment.
 - Air quality principals, chemistry, analysis and monitoring, science, regulation and policy.
 - Water quality principals, chemistry, analysis and monitoring, regulation and policy.
 - Stormwater analysis, field sample collection, QA/QC, NPDES compliance and permitting, asset management and spatial mapping and analysis.
 - Sea level rise, spatial mapping and analysis, mitigation and associated engineering and planning.
 - Climate change science and mechanisms, policy both local, state and global.

QUALIFICATIONS

- Ability to sit and operate a keyboard to enter data into a computer for extended periods of time.
- Ability to understand, implement and communicate the basics of environmental science including the hydrologic cycle, basic chemistry, basic biological sciences.
- Ability to read, understand, implement and communicate complicated environmental science including reports, academic publications, data in spreadsheets and tables, regulatory text and policy documents.
- Familiarity in reading and understanding facility plans and technical documents.
- Ability to use MS Outlook, Word, Excel, PowerPoint, Teams, and remote meeting software.
- Ability to reach overhead, above shoulders and horizontally and bend at the waist to maintain files and occasionally required to lift and/or move up to fifteen pounds, stoop, kneel, climb, crouch or crawl. Occasionally required to climb or descend ladders to elevated or lower work levels to inspect work.
- Ability to swim and tread water.

LICENSES; CERTIFICATES; SPECIFIC REQUIREMENTS:

- High school diploma or equivalent; Bachelor's degree in environmental science, environmental engineering, or ocean degree or at least 10 years of experience in field and completing similar tasks required.
- Possession of a valid California driver's license and automobile insurance for the ability to drive District vehicles.
- Must be able to obtain a Transportation Worker Identification Credential (TWIC).