

# STATE OF MONTANA

## JOB DESCRIPTION



*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title:** Project Management Specialist

**Working Title:** Libby Asbestos Superfund Liaison

**Position Number:** 30800

**Pay Band:** 6

**Division and Bureau:** Remediation

**Job Code Number:** 131856

**Location:** Libby, Mt

**FLSA Status:**  Non-Exempt  Exempt

**Job Overview:** *[SB0315]* establishes the Libby Asbestos Superfund Advisory Team (Advisory Team) and the Libby Asbestos Superfund Liaison (Liaison) position. The Liaison is an employee of the Montana Department of Environmental Quality (Department), but serves as staff to the Libby Asbestos Superfund Advisory Team (Advisory Team). The Liaison shall represent the interest of Lincoln County and the State by assisting the Department in dealing with federal agencies related to the Libby asbestos superfund site (Site). This includes effectively and responsibly acting as the Advisory Team's and the State's primary point-of-contact for assigned projects and tasks associated with the Site.

The Liaison will be expected to:

- 1- exercise autonomy to advise Lincoln County, EPA, and the Advisory Team on post remedial action activities, including key communications among the Department, Lincoln County, EPA and concerned stakeholders.
- 2- respond professionally to a wide range of emerging project issues related to the long term protectiveness of the Superfund Remedy, Operations and Maintenance of the remedy and other protective measures, such as institutional controls.
- 3- monitor activities related to the Site, and assist with implementation of institutional controls,
- 4- assist in the implementation of final cleanup plans for the Site,
- 5- review documents and provide comments and recommendations to the Department, Advisory Team, and as requested to local governments and appropriate federal agencies,
- 6- assist in the preparation and dissemination of reports and other information, and
- 7- perform other duties as assigned.

The liaison is the primary staff responsible for coordination and administration of the Advisory Team.

**Essential Functions (Major Duties or Responsibilities):** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

### **Leadership**

- In concert with Advisory Team, Department management, and other state and federal agencies, lead the development of robust elements of executable plans for implement, operation and maintenance activities, institutional controls, project risk reductions, and long-term goals. Includes development and monitoring of milestones, budgets, and regulatory requirements.
- Develop strategies while exercising considerable professional expertise and decision making to achieve goals and implement advisory team recommendations. Strong stakeholder coordination is required.
- Develop and represent Lincoln County's and the State's positions in meetings to assure creation of strategies that lead to best outcomes for Lincoln County and the state of Montana, while understanding other stakeholders concerns and finding compromise among seemingly differing viewpoints.
- Represent and manage overall strategy to the Directors office, Legislature, the Advisory Team, other State Government officials, other public entities, and public interest groups. Coordinate with DEQ communications staff to develop and provide responses to questions including effectively articulating and advocating policy and technical positions.
- Understand relevant information and articulate issues and details necessary to effectively and professionally represent the Advisory Team and DEQ in internal, interagency, or public meetings and settings with limited preparatory time.
- Provide meeting facilitation, engage in conflict resolution, conduct public relations and provide public information services for the Advisory Team.
- Promote a safe and efficient work environment in the office and on project sites. Follow safety processes and procedures.
- Provide leadership to address site-specific field conditions that require immediate decisions, and/or design modifications via fieldwork directive changes.

### **Administrative Oversight**

- Coordinate and administer the Advisory Team.
  - Sets agenda, facilitates minutes, and public notification procedures.
  - Responsible for implementation of recommendations.
- Lead and contribute to the achievement of Libby asbestos cleanup operation and maintenance account, including budget estimates and general reporting updates.
  - Prepare annual plans that define project scope, project budgets, and tasks.
  - Present information to the Advisory Team, while understanding and providing input on proper processes.
  - Develops monthly and quarterly performance reports that include variance analysis and estimates to completion.
- May manage the development of task orders and bid packages including cost estimates.

- Exercise significant decision authority to develop bid document and place task orders and contracts to implement work scope.
- Coordinate task order and bid package development with management, legal and fiscal approvers.
- Develop contract briefing documents.
- Act as Point of Contact for bid submittal receipts and bid openings.
- May provide, manage, and draft task orders, modifications, and contract/change orders; includes justifications and purpose for those documents.
  - Monitor expenditures, tracks costs, identifies variance to project plans and develops corrective actions as needed.
  - Review and approval of project related invoices.

### **Management**

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- Regularly analyze performance, report performance monthly, develop recommendations for corrective action plans, and implement corrective action when required.
- Consciously seek to identify process, procedure, and work practice Continuous Quality Improvement concepts and ideas.
- Provide vigilance and lead efforts toward conflict resolution, consensus building, and achieving the best outcome.
- Communicate project status, events and issues to the management and Advisory Team in a timely, concise and clear manner.
- Coordinate internally with other divisions and bureaus as necessary to support overall success.
- Coordinate the development of external communication with Public Information Officer and legal staff to assure compliance of responses with Federal and State rules and regulations.

### **Physical and Environmental Demands:**

Work environments includes both office and field settings. Significant amounts of time may be spent in the office and at meetings, and will require significant time keyboarding, particularly at a computer monitor where potential eyestrain, stress, and repetitive motion impacts may be encountered.

The field work may involve unaccompanied travel for long distances, long work days, and physically demanding tasks such as traversing up and down stairs, or walking on uneven surfaces or steep slopes. The field work will involve various climatic conditions.

Hazardous Waste Operations and Emergency Response (HAZWOPER) training is required. Participation in DEQ's Medical Surveillance Program and medical clearance for respirator use is required for this position.

### **Knowledge, Skills and Abilities:**

- General knowledge of guidance and policies related to remediation projects from discovery to long term stewardship. CERCLA related experience is highly desired.

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Ability to grasp and articulate complex technical issues that may be associated with the history or future of the Site.
- Demonstrated skills and experience in facilitation, conflict resolution, public relations and executive leadership interaction.
- Ability and experience to work effectively and respectfully with diverse local entities, including adversarial elements.
- Ability to communicate clearly in layperson language as needed.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to monitor and assess performance of self, other individuals, or organizations to make improvements or take corrective action, including adjust actions in relation's to others' actions.
- Proficient in the use of various software, including Microsoft Office suite.
- Strong ability to communicate effectively, including complex ideas and controversial information, to internal and external stakeholders. .
- Excellent written communication skills with demonstrated ability to independently generate documents that are clear, complete, grammatically correct, and concise. Demonstrated openness to participating in technical and editorial review of documents, including acceptance of constructive comments.

**Minimum Qualifications (Education and Experience):**

- Bachelor's degree in physical, earth, or life sciences, engineering, public health, or business administration.
- Ten (10) years of combined academic and professional level work experience. Up to four years will be credited for a Bachelor's degree, and up to two years for an advanced or additional degrees. Degrees must be in appropriate field of study.
- Three (3) years' experience in natural resource processes, CERCLA remediation or other related experience that includes understanding of technical issues, regulatory processes, project management and experience with stakeholder communications.
- Preferred experience should demonstrate knowledge and techniques in establishing cooperative working relationships with others to effectively discuss or elicit information from others.
- Alternative combinations of education and experience will be considered on case-by-case basis.

**Special Requirements:**

*List any other special required information for this position*

- Fingerprint check                       Background check  
 Valid driver's license                       Other – See Bullets below:

- Transcripts and confirmation of post-secondary education.
- Evidence of Professional Licenses, if any.
- Documentation of HAZWOPER training, if any.
- Conflict of Interest statement related to prior work with/for WR Grace, EPA/DEQ contractors/consultants, and any financial interest in Lincoln County.
- Must be a current resident of Lincoln County (specifically the Libby or Troy area) or be willing to relocate to the Libby/Troy area. Any relocation expenses will be the responsibility of the successful candidate.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

The signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Signature</b>	<b>Date</b>
<small>(Print Name)</small>		

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<b>Bureau Chief</b>	<b>Signature</b>	<b>Date</b>
<small>(Print Name)</small>		

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<b>Division Administrator</b>	<b>Signature</b>	<b>Date</b>
<small>(Print Name)</small>		

My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Signature</b>	<b>Date</b>
<small>(Print Name)</small>		

**Human Resources Review**

The signature below indicates that Human Resources has reviewed this job description for completeness.

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<b>HR Manager</b>	<b>Signature</b>	<b>Date</b>
<small>(Print Name)</small>		