

***Contracting opportunity for a Project Delivery Environmental Coordinator:***

Biologist or similar environmental compliance history with 5+ years of experience to serve as Interim Project Delivery Environmental Coordinator

Term June 1, 2020 – December 31, 2020

FTE commitment = 60% -75% including two to three days per week located at the WSDOT Megaprograms office in the Wells Fargo Center, Seattle

**Detailed set of potential responsibilities:**

Serves as the Project Delivery Environmental Coordinator, independently conducting complete assignments involving compliance with environmental regulations, documents, and commitments related to NEPA/SEPA, ESA, and other permits/approvals on multiple, complex projects. Compliance-related responsibilities include:

       Providing technical discipline environmental compliance support for projects, and making environmental documentation and compliance-related recommendations to higher level specialists and design/construction offices.

       Preparing, updating, and tracking environmental commitments for development of RFP/PSE packages, including leading commitment review meetings with design/construction teams and environmental discipline specialists.

       Tracking program-level commitments with environmental discipline specialists, and providing regular report out to management on fulfillment status, challenges/risks to completion, and recommendations.

       Reviewing RFP/PSE packages and contractor submittals for compliance with environmental commitments and documents.

       Preparing and/or reviewing Environmental Compliance Notebooks and Environmental Compliance Plans.

       Assisting in preparation and attendance at pre-construction meetings, or other meetings related to upcoming construction or field work. May include agency coordination.

       Reviewing WSDOT commitment tracking system (CTS) for completeness of commitments and ECAP reports, and updating as needed. Coordinating with HQ and construction offices on updates.

       Acting as main point-of-contact for construction offices for CTS guidance and support.

       Reviewing ECAP reports and providing guidance to construction offices, as needed.

       Representing Megaprograms Environmental team at Environmental Task Force (ETF) meetings as needed.

       Representing the Megaprograms team at Environmental Coordinator Roundtable meetings, NW Compliance meetings, and other related forums.

       Coordinating and/or reviewing environmental close-out documentation for completeness and compliance with environmental commitments and documents.

       Coordinating and representing input from Megaprograms to HQ on CTS modifications, contract language development, and other compliance-related issues.

       Collaborating with design/construction offices, ESO, regions, and others on coordination of environmental compliance strategies, policy, and procedures to ensure project compliance with federal, state, and local environmental laws and regulations.

       Identifying potential innovations to streamline environmental processes and requirements in coordination with project teams and WSDOT headquarters and implements innovations, where possible.

       Identifying unnecessary barriers to project delivery in design and construction, and works with the Program offices, Megaprograms, and ESO to reduce or eliminate those unnecessary barriers.

**Other environmental responsibilities:**

       Participating on interdisciplinary teams that include WSDOT environmental/design/construction staff, WSDOT/consultant teams, DB/contactors and subs, and agency staff.

       Providing environmental support to the Megaprograms team on various environmental issues, such as NEPA/SEPA, ESA, MBTA, mitigation, fish passage, and other disciplines and approvals.

       Preparing and/or reviewing environmental documents as needed, including NEPA memos to file, SEPA exemption memos, No effect letters, and other permits and approvals under limited supervision.

       Conducting assessments, field visits and site inspections related to compliance, wetlands, fish passage, or other related issues.

**Other duties as assigned**:

Duties include, but are not limited to, data management, quality control, attending meetings to record, track, and complete assigned tasks, researching technical information and assisting with project documentation management. Maintains hard copy and electronic files.

Please feel free to contact Rob Berman if you have any questions at (206) 949-0475 or [rob.berman@hdrinc.com](mailto:rob.berman@hdrinc.com).

***If interested, please send your Statement of Qualifications by March 13 to Usman Naushab at*** [***NaushaU@Consultant.wsdot.wa.gov***](mailto:NaushaU@Consultant.wsdot.wa.gov)

Thank you,

**Regina Glenn**

Diversity and Inclusion Manager, Megaprograms

Washington State Department of Transportation   
Cell: (425) 503-7212 | [GlennRE@consultant.wsdot.wa.gov](mailto:GlennRE@consultant.wsdot.wa.gov)