

David L Nieland

Subject: Env. Compliance Coord., Silver Spring MD

Genwest Systems Inc. is currently advertising for a Environmental Compliance Coordinator, to support tasking from our clients in the National Oceanic and Atmospheric Administration, Office of Response and Restoration.

The Office of Response and Restoration (ORR) is part of the National Oceanic and Atmospheric Administration (NOAA), National Ocean Service (NOS). Within NOS, ORR is a program office that addresses threats in order to protect and restore coastal resources through divisions focused on emergency response, marine debris, and long term assessment and restoration. These divisions consult on, plan, and execute field projects that require environmental compliance review including alignment/compliance with the National Environmental Policy Act (NEPA), Essential Fisheries Habitat (EFH), Marine Mammal Protection Act (MMPA) and Endangered Species Act (ESA).

This position is for an initial term of one year, with the potential for extension depending on operational needs and budget.

Position Description:

The Environmental Compliance Coordinator will be responsible for overall program office compliance program development, management, coordination and implementation.

The program office Environmental Compliance Coordinator shall:

- Serve as the program office coordination lead and communications focal point for environmental compliance actions.
- Coordinate with the NOS ECC concerning NMFS HQ Office of Protected Resources (MMPA, ESA) and Office of Habitat Conservation (EFH) environmental compliance issues.
- Advise program office leadership on overall compliance efforts, best approach, and areas of risk or non-compliance.
- Develop and implement the program office's Environmental Compliance Program and its alignment with this policy.
- Coordinate and implement the Key Program Requirements of the NOS policy as follows:
 - Plan and allocate resources for program implementation
 - Establish, document, and conduct standard business practices to achieve and maintain environmental compliance
 - Assess current and proposed activities for environmental compliance with all EOs, federal, state, and local environmental laws and regulations
 - Develop and coordinate the program office compliance plan and milestone schedule.
 - Participate in monthly NOS Environmental Compliance Workgroup meetings and communicate the status of program office regulatory actions, approaches, or other compliance issues.
 - Manage and maintain the program office's Administrative Records Plan for environmental compliance efforts to include all informal and formal communications related to consultations.
 - Oversee the management of program office permits, through tracking and auditing of permits to ensure implementation and compliance with required mitigation measures, established best management practices, and regulatory reporting requirements.
 - Provide input to the NOS ECC on requests for information or comments on other agency environmental analysis documentations, quarterly CE reporting, annual cooperating agency reporting, and annual conflict resolution reporting, as needed.
- Coordinate and maintain records for environmental compliance training for the program office.
- Provide support for program office environmental review and analysis of funding vehicles to include, contracts, grants, agreements, and reimbursable funds.

- Coordinate environmental compliance reviews for internal NOAA funding transfers in accordance with standard business practices.
- Identify and advise program office leadership on the need for environmental analysis early in the planning process for all NOS activities.
- Coordinate, manage, and prepare a schedule of milestones for the development of all environmental analysis documentation with program office environmental compliance staff for all NOS activities.
- Coordinate the review of draft environmental analysis and decision documentation with the NOS ECC prior to internal review coordination with GCOC, publishing for public reviews, and prior to requests for AA signature on decision documents (i.e., FONSI and RODs).

Qualifications:

The successful candidate will be expected to demonstrate the listed qualifications in his/her resume and interview:

- Knowledge of and experience implementing the National Environmental Policy Act (NEPA) of 1969
- Knowledge of Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act
- Knowledge of and experience implementing environmental laws and Executive Orders relevant to NOAA's mission. These include, among others, the Endangered Species Act, Essential Fish Habitat provisions of the Magnuson-Stevens Act, National Historic Preservation Act, Marine Mammal Protection Act, Coastal Zone Management Act, National Marine Sanctuaries Act, Clean Water Act, Fish and Wildlife Coordination Act, Oil Pollution Act, Clean Air Act, Clean Vessel Act, Executive Order 12114, EO 12866, EO 12898, EO 13089, EO 13112, and EO 13158.
- Relevant and sufficient combination of education and experience in the field of environmental compliance. Education in environmental sciences is beneficial, but not required.
- Strong verbal and writing skills.
- Strong computer and analytical skills.
- Self-motivated, energetic, strategic thinker.
- Experience working on interdisciplinary teams.
- History of success in team-based project execution, working as both lead and contributor.
- Demonstrated flexible and pro-active approach to problem solving.
- Demonstrated ability to plan and execute long term projects, including setting timelines and milestones.

Applicants must have strong skills in understanding and communicating complex scientific concepts, problem solving, and working effectively and patiently as part of high performing team with high expectation, and diverse views and opinions.

Compensation:

Compensation will be determined based on the experience and qualifications of the successful applicant in combination with contract budget. The position is eligible for full-time benefit package that includes health insurance, paid personal and holiday leave, 401(k) program eligibility, and employee disability and life insurance.

To Apply:

Please email a resume and 3 references to hr@genwest.com. Please include a cover letter, your resume and references in a single .pdf (Adobe Acrobat) attachment with your name included in the .pdf file name. Also, please include the words, "Environmental Compliance Coordinator" in the subject line of your email.

Applicants selected for interviews will be contacted via email. The position will remain open until filled, with priority given to applications received by January 15, 2016.