



CITY OF PORTLAND
invites applications for the position of:

Environmental Compliance Professional (Risk Specialist II) *Extended*

SALARY: \$66,872.00 - \$111,238.00 Annually

OPENING DATE: 04/11/22

CLOSING DATE: 05/09/22 11:59 PM

THE POSITION:



Workplaces across Portland, the United States and the world are making tough decisions about how to protect their employees and community from COVID-19. We, too, find ourselves in the middle of this complex situation at the City of Portland. We are committed to ensuring the health and safety for our employees and our community. As a part of this commitment, all City employees are required to be fully vaccinated, effective October 18, 2021. Proof of full vaccination, or documentation of plans to become fully vaccinated (e.g., partially vaccinated however too soon for second dose, etc.) will be required prior to being hired by the City of Portland. The required vaccination is a minimum qualification requirement to be hired by the City of Portland. We understand that some are unable to be vaccinated for a variety of reasons, including medical and religious/spiritual reasons. Should you be offered employment with the City of Portland, there is an exception process that provides for an exception and reasonable accommodation based on a [qualified medical condition or religious/spiritual reason. Exception Request Process for COVID-19 vaccine \(Exceptions only apply to candidate\(s\) offered a position; please do not submit at this time\).](#)

Now is an excellent time to join the PP&R team: Portland voters have approved the Parks Local Option Levy. This ensures funding to tackle promises made to the public related to keeping parks and natural areas well maintained for the public and our staff, meaning safer outcomes for all. **Be a part of this exciting growth!**

About the positions:

Portland Parks & Recreation (PP&R) is recruiting for Risk Specialist II – Bureau Environmental Compliance. This position will focus on analyzing and maintaining the social and biogeophysical surroundings to keep parks and recreation facility users and staff safe from environmental hazards, including a focus on environmental justice. Engages, coordinates, communicates, and resolves issues with City, State, and Federal environmental regulators.

As an Environmental Compliance Professional, you will:

- Manage the Bureau's environmental program, including developing maintenance recommendations, regular coordination and correspondence with the Oregon Department of Environmental Quality, soil sampling and contamination assessment, oversight, and project management (developing RFPs, on-call contracts for environmental/remediation consultants and contractors), filing of regulatory required reports and documents on various Bureau properties.
- Collaborate with various internal and external stakeholders and regulators including, but not limited to the City Attorney's Office, City Risk Management, Bureau of Environmental Services, Portland Bureau of Emergency Management, Metro, Oregon Health Authority, Oregon Department of Environmental Quality, and the Environmental Protection Agency.
- Maintain and develop the Bureau's asbestos, silica, lead-based paint, lead-in-water, and indoor and outdoor air quality programs, including regular assessments of Bureau systemwide assets, sample collection and analysis, development of required program documents, and oversight.
- Act as a project manager of abatement and remediation consultants and contractors, including contract management, and data management and reporting.
- Track annual DEQ monitoring and obtain permits to maintain environmental compliance at park sites.
- Develop and maintain a radon testing and mitigation program focused on Parks facilities.
- Serve as the Bureau's point-of-contact on stormwater system maintenance and compliance and underground injection control (UIC) related matters.
- Keep comprehensive records/data management for brownfield sites and environmental hazards.
- Maintain the Bureau's water well registrations and drinking well water testing and logging to comply with Oregon Health Authority and Oregon Water Resources Department requirements.
- In collaboration with the PP&R Safety Team, identify, develop, and implement required safety programs and trainings for Bureau employees, including, but not limited to, lead-based paint awareness, asbestos awareness, respiratory protection, silica, COVID-19, etc.
- File annual Tier II reports to the Oregon Office of the State Fire Marshal.
- Successfully work with and develop positive professional relationships with a wide variety of local (BES, Metro), State (DEQ, ODFW, DSL, OHA, OWRD), and Federal (NOAA/NMFS, EPA, USACE) agencies.

Preferred Qualifications

Please state in your resume or answers to the supplemental questions if you have the following desired qualifications (Please note, these are not required but will be helpful).

- Bachelor of Science and/or master's degree in accredited programs of Environmental Science/Health, Geology, Industrial Hygiene, Chemistry, Environmental Toxicology, Occupational Health, or closely related field.
- Some positions will need the ability to perform both office and outdoor work in all weather conditions; the ability to sit, stand, and walk over uneven terrain; the ability to stoop or bend; and the ability to lift up to 25 lbs.

As a person, you are:

Someone who Value Diversity, Equity, and Inclusion (DEI): Embrace anti-racism through intentional partnership, self-awareness, and action, showing cultural humility, advocacy, and mindfulness. Use DEI concepts to guide and inform your work.

An Equitable Leader: Experience leading and mentoring people and creating and maintaining an inclusive, respectful, and culturally responsive workplace.

Safety Conscious: Incorporate safety into all your decisions.

Emotionally Intelligent: Motivated, team-oriented, and empathetic.

About the Bureau:

Portland Parks & Recreation (PP&R) is committed to the overall Citywide vision that race will have no detrimental effect on people of color, refugee, and immigrant communities in accessing our parks and natural areas, or from the benefit of our services. We recognize, understand, and encourage celebration of the differences that surround us. Diversity and equity are vital to PP&R's ideals and values. The City of Portland, Oregon is a growing and diverse city of 650,000 residents, nearly 20% of whom speak languages other than English at home. PP&R values a diverse workforce and seeks ways to promote equity and inclusion within the organization and with the public. **PP&R encourages applications from candidates with knowledge, ability and experience working with a broad range of individuals and communities with diverse racial, ethnic, and socio-economic backgrounds. Bilingual candidates are encouraged to apply and a [language pay differential](#) may be available for language skills.**

City of Portland Core Values:

Anti-racism | Communication | Collaboration | Equity | Transparency | Fiscal Responsibility

These values guide our actions as we serve the community and engage our workforce. To learn more about the City's core values, please click [here](#).

Why work at the City of Portland?

The City of Portland workforce serves a population of over 650,000. We are culture- and solutions- driven, viewing every challenge as an opportunity to learn, improve, and share our expertise. We are committed to removing systemic barriers to resources, access, and opportunity. The City is a believer in all people and continues to actively recruit and retain diverse top talent every day. We offer a [comprehensive benefits package](#), including but not limited to medical, dental, vision, basic life, short- and long-term disability coverage to eligible employees and their families. If you are open-minded, motivated, community-focused, and self-aware, please apply yourself at the City of Portland today.

The City of Portland also participates in the Oregon Public Employees Retirement System (PERS). For more information on the City of Portland's benefits please click [here](#).

Work Location

Currently, many positions with the City of Portland are being performed remotely due to COVID. In the future, current positions classified as "full-time remote" will: 1) become a remote/onsite mix or 2) revert to full-time at a city work location.

The City is offering an optional information meeting for this recruitment. Please see the Additional Information section below for details.

TO QUALIFY:

Applicants must specifically address and demonstrate in their responses to the supplemental questions and résumé how their education, training, and/or experience, meets each of the following minimum qualifications:

1. **Experience with** managing the overall maintenance of existing brownfields and supporting project management staff during the development of facilities on brownfield and landfill sites.
2. **Knowledge** of and experience with project management processes, including facilitating a planning process.
3. **Ability** to communicate in writing and orally technical information such as environmental compliance information to non-technical stakeholders.
4. **Ability** to establish and maintain relationships, with diverse internal and external audiences, **such as** staff, project partners, city employees, outside agencies, program participants, and the public.

Applicants must also possess:

1. Must be fully vaccinated for COVID-19 per City/State mandate or have an approved exception by date of hire.
2. A valid state driver's license and acceptable driving record **at the time of hire**.
3. Possess, or are able to obtain within **6 months of hire**, the following certifications:
 - 40hr HAZWOPER
 - Asbestos Inspector
 - Lead-Based Paint Inspector/Risk Assessor

THE RECRUITMENT PROCESS:

An evaluation of each applicant's training and experience, as demonstrated in your resume and responses to the supplemental questions weighted 100%. **Do not attach materials not requested.** Only candidates who meet the minimum qualifications will be placed on the equally ranked eligible list. You have 14 days from the notice of the examination results to let us know if you disagree with your results. Please read the City of Portland Administrative Rule 3.01 for complete information. ***Additional evaluation may be required prior to the establishment of the eligible list and/or final selection.***

Recruitment Activity Schedule - Updated:

Job Posting closes: 5/9/22

Applications Reviewed: 4/18/2022-5/13/2022

Eligible List / Notices Generated: Week of 5/16/2022

1st Round of Interviews: Late May

2nd Round of Interviews (if needed): Late May

Job Offer: Early June/Mid June

Please note: Timeline is approximate and subject to change.

Applicant Instructions

Applicants **must** submit a professional resume and responses to the supplemental questions online, specifically focused on your qualifications for this position as identified in the "To Qualify" section of this announcement in accordance with the following Application Instructions:

- Your résumé and responses to the supplemental questions will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.
- Your responses to the supplemental questions should include details describing your education, training, and/or experience, and where obtained which clearly reflects your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
- Your resume should support the details described in your responses to the supplemental questions.
- Salary Range/Equity Pay Analysis:** Please note per the Oregon State Pay Equity Law your salary is determined based on the experience and education listed in your resume/application. It is strongly encouraged to include any transferable experience (paid or unpaid regardless of how recent) to ensure your offer is reflective of all directly related and equivalent experience.
- If you are requesting Veteran's Preference, as identified below, please describe in your responses to the supplemental questions and resume any transferrable skills obtained during your military service and how they relate to each of the required minimum qualifications under the "To Qualify" section above.

Please note, all completed applications for this position must be submitted no later than **on the closing date and time of this recruitment**. **All applications must be submitted via the City's online application process. Do not attach materials not requested. E-mailed and/or faxed applications will not be accepted.**

ADDITIONAL INFORMATION:

Work Status: Non-citizen applicants must be authorized to work in the United States at the time of application.

Veterans' Preference: If you are requesting Veterans' Preference, attach a copy of your DD214/DD215 and/or Veterans Administration letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veterans' Preference AND include a copy of your documentation for each recruitment to which you apply. *Veterans' Preference documentation must be submitted no later than 11:59 PM on the closing date of this recruitment.*

ADA, Pregnancy, and Religious Accommodations: If you identify as a person with a disability, are pregnant or nursing, or observe a religious practice(s), and would like to request a reasonable accommodation when applying for this job, please contact the Recruiter below for assistance.

Equal Employment Opportunity: It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply.

Language Pay Differential: City of Portland employees who speak one or more languages in addition to English, may be eligible to receive a "language pay differential." This is compensation for qualifying multilingual City employees who use their language skill to assist the community. More about the language pay differential can be found [here](#).

Did you know? The City of Portland offers How to Apply Classes that are free and review best practices for applying to the City. Follow the link for the most recent list of scheduled dates: <https://www.portland.gov/bhr/events>.

Questions?

Loan Tran Polanco, Senior Recruiter

Bureau of Human Resources

Loan.Tran@portlandoregon.gov

OPTIONAL INFORMATION SESSION

To assist you in understanding this position and the recruitment process, we will offer an Optional Information Session that will provide you with details about the position and about the application process. You are not required to attend to apply for this job. You are welcome to join us for the optional session below:

Tuesday, April 26, 2022

12:00pm Pacific Time (US and Canada)

Information Session Recording:

https://us06web.zoom.us/rec/share/WQqNh4znpAUikFu8IZuL91Kqc_iTBlyQyQzbSMfyJFVP4byW_KT0lw7ylHvuoX8F.iSjlzRLbpxN3tt08?startTime=1650999767000

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.portlandoregon.gov/jobs>

1120 SW 5th Ave, 404
 Portland, OR 97204
 503-823-4757

Position #2022-00544
 ENVIRONMENTAL COMPLIANCE PROFESSIONAL (RISK
 SPECIALIST II) *EXTENDED*
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Environmental Compliance Professional (Risk Specialist II) *Extended* Supplemental Questionnaire

- * 1. **Thank you for your interest in joining the team at the City of Portland. We sincerely value your time and hope to make your application experience as positive as possible.**

The following supplemental questions are an important step to assist us in determining if you have the minimum qualifications to succeed in the posted vacancy.

Write specific and unique responses to each question. Answering "No", to any of the Yes/No questions or answering an essay questions with the following "See resume", or entering "N/A" for any of the minimum qualifications listed in the "To Qualify" section may eliminate you from further consideration.

Note: If you are requesting veterans' preference, please be sure upload a copy of your DD214 and/or Veteran's Administration letter stating your disability. Veteran's Preference documentation must be submitted by the closing time of this announcement.

Have you read and understood all the information listed above?

- ☐ Yes
☐ No

- * 2. Where did you first learn about this job opportunity? (If on a website or job board, please specify which one)
- * 3. The City of Portland receives public records requests at times. Please indicate which response you find appropriate: (Answer will not disqualify you from the process)
- ☐ My application was submitted with the understanding that the City of Portland would keep the information confidential and would only disclose the information if ordered to do so. I would not have submitted this application without the promise of confidentiality.
- ☐ You may release my application; I am waiving confidentiality.
- * 4. I have read the City of Portland's COVID-19 vaccine requirement.
- ☐ I plan to comply with the COVID-19 vaccine requirement by being fully vaccinated by my hire date and submitting proof of vaccination, or by asking for a religious/medical exception.
- ☐ I do not plan to be vaccinated or ask for a religious/medical exception for the COVID-19 vaccine requirement.
- * 5. Do you have experience with managing the overall maintenance of existing brownfields and supporting project management staff during the development of facilities on brownfield and landfill sites?
- ☐ Yes
☐ No
- * 6. Provide a **detailed example(s)** of your experience with managing the overall maintenance of existing brownfields and supporting project management staff during the development of facilities on brownfield and landfill sites.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability (*professional, internship, volunteer*).
- Skills, training, or lived experience you have that will help you in this area.
- Total years of experience applying the knowledge, skill, or ability.

- * 7. Do you have knowledge of and experience with project management processes, including facilitating a planning process?

☐ Yes☐ No

- * 8. Provide a **detailed example(s)** of your knowledge of and experience with project management processes, including facilitating a planning process.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability (*professional, internship, volunteer*).
- Skills, training, or lived experience you have that will help you in this area.
- Total years of experience applying the knowledge, skill, or ability.

- * 9. Do you have the ability to communicate in writing and orally technical information such as environmental compliance information to non-technical stakeholders?

☐ Yes☐ No

- * 10. Provide a **detailed example(s)** of your ability to communicate in writing and orally technical information such as environmental compliance information to non-technical stakeholders.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability (*professional, internship, volunteer*).
- Skills, training, or lived experience you have that will help you in this area.
- Total years of experience applying the knowledge, skill, or ability.

- * 11. Do you have the ability to establish and maintain relationships, with diverse internal and external audiences, such as staff, project partners, city employees, outside agencies, program participants, and the public?

☐ Yes☐ No

- * 12. Provide a **detailed example(s)** of your ability to establish and maintain relationships, with diverse internal and external audiences, such as staff, project partners, city employees, outside agencies, program participants, and the public.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as:

- Examples of when you used the knowledge skill or ability (*professional, internship, volunteer*).
- Skills, training, or lived experience you have that will help you in this area.
- Total years of experience applying the knowledge, skill, or ability.

- * 13. Do you have a valid driver's license and acceptable driving record and experience **at the time of hire**?

☐ Yes☐ No

- * 14. Do you currently possess or able to obtain within **6 months of hire**, the following certifications:

- 40hr HAZWOPER
- Asbestos Inspector
- Lead-Based Paint Inspector/Risk Assessor

☐ Yes☐ No

- * 15. **Please note the following question will not be considered during minimum qualifications. The information provided will be utilized after the eligible list is created.**

Do you have the ability to perform both office and outdoor work in all weather conditions; the ability to sit, stand, and walk over uneven terrain; the ability to stoop or bend; and the ability to lift up to 25 lbs?

☐ Yes☐ No

- * 16. **Please note the following question will not be considered during minimum qualifications. The information provided will be utilized after the eligible list is created.**

Although not required, please provide information if you have any of the following desired qualifications.:

- Bachelor of Science and/or master's degree in accredited programs of Environmental Science/Health, Geology, Industrial Hygiene, Chemistry, Environmental Toxicology, Occupational Health, or closely related field.

(Enter N/A, if you do not have relevant experience)

* Required Question