



CITY & BOROUGH of YAKUTAT

P.O. Box 160
Yakutat, Alaska 99689
Phone (907) 784-3323
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JOB NOTICE

JOB TITLE: Project Manager for Marine Debris Clean-up

DEPARTMENT: Public Works

CLASSIFICATION: Regular, Full-Time (October 2021 through September 2023)

PAY RANGE: \$26 per hour, with benefits (Retirement, Insurance, Leave)

WORK HOURS: 40 hours per week, flexible, and/or as needed for project tasks

CLOSING DATE: Open till filled

Job purpose and General Description

Under the supervision of the Borough Manager, Project is responsible for developing, reviewing, and complying with the marine debris scope of work related to the NOAA Marine Debris Grant, as well as recruitment, training, and supervision of subordinate debris clean-up positions, education, and volunteers.

Duties and responsibilities

- Perform personnel recruitment tasks such as developing job descriptions, reviewing applications, interviewing, and selecting qualified applicants.
- Provide subject matter expertise towards environmental ocean and shoreline projects to identify, address, eliminate and prevent environmental or personnel safety concerns related to travel, field work, and clean-up operations.
- Act as the interface between the internal team and external partners to ensure proper completion of projects.
- Perform GPS data collection, tracking and inventory of marine debris extraction areas and document findings to include date extracted, types of debris, GPS location, and weight of debris.
- Ensure findings are shared with the public and easily accessible on the Borough website once project is complete.
- Prepare monthly, quarterly and annual progress reports as required by NOAA and Borough Manager.
- Travel to project locations as needed to properly advise the project team of work tasks, goals, and troubleshoot logistics related to remote operations.
- Ensure that drone footage and pictures of before and after beach marine debris is documented.
- Other marine debris clean-up related duties as assigned by Borough Manager.

Qualifications

- Must be at least 18 years of age.
- Ability to understand verbal and written instructions.
- Excellent communication and reporting skills
- Familiarity with office equipment, computers, and internet.
- Must have valid Driver's License.
- Must be able to physically perform required duties and responsibilities.
- Willing to work outdoors in all weather conditions.
- Knowledgeable in operation of ATV, VHF Radio, and Satellite Phone.
- Willing to attend, learn, and apply necessary skills for work safety.
- Ability to adhere to all Federal, State, and Locals laws and safety regulations.
- Able to quickly get to the essence of a technical challenge and investigate the most relevant/important aspects to help direct towards a solution.
- Performs well in a fast-paced and challenging environment.
- Experience in supervising and coordinating work performed by subordinate and volunteer personnel.
- Experience interacting with external partners, government entities, and stakeholders.
- Meticulous, detail oriented, structured - but also flexible to transition to new tasks or scopes.
- Team player, diplomatic, & able to take direction.
- Ability to work with tight deadlines.

Physical Requirements

- Must be able to sit in office chair, use hands, arms, eyes, and ears for computer, keyboard, and other office operations.
- Ability to lift objects 35lbs or more, safely, and carefully, with assistance as needed.
- Must be able to sit, kneel, bend, stand, walk, and hike on rough and often rugged coastal conditions, and potential physical strain.
- Ability to sit in small airplane for short (up to 2 hour) and endure air flight to remote areas.
- Visual acuity, which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Hearing ability to effectively hear and comprehend oral instructions, communications and equipment sounds.

Working Conditions

Working conditions outdoors will include heavy rain, mud, snow, wind, cold, smoke, moderate heat, dust, rodents, insects and at times large wild animals. Exposure to foul smells, excessive noise, broken glass, various plastics, fires, slippery or uneven surfaces and other hazards is common. Protective equipment will be necessary and mandatory for project work, including hearing and eye protection, gloves, boots, rain gear, and bear deterrent. Indoors will require some sitting while on computer, training or meeting. Work may include interactions with co-workers, consultants, project partners, and members of the public during the project work tasks and coordination.

TO APPLY: Please submit application to the Borough Clerk's Office at City Hall at 434 Max Italo Drive, via in-person hand delivery, email clerk@yakutatak.us, or fax (907) 784-3281.

Applications are available on the Borough website, www.yakutatak.us or pick up from City Hall.

THE CITY & BOROUGH OF YAKUTAT IS AN EQUAL OPPORTUNITY EMPLOYER

POSTING APPROVED BY JON ERICKSON, BOROUGH MANAGER

