

Project Director

TerranearPMC, LLC (TPMC) a growing, full service environmental consulting company seeks a Project Director. The Project Director position is planned as an FTE (Full Time Equivalent).

TPMC Office: Burbank, California

The Project Director will review drinking water treatment plant Operations and Maintenance (O&M) performance and is responsible for acting as the official TPMC representative (on-site) to the City of Burbank.

The Project Director for the BOU will plan, organize, and direct all operations and maintenance work and oversee work done by the staff of Operations and Maintenance Supervisors.

The Project Director will direct and review, through subordinate staff, the activities necessary to ensure compliance with legal requirements for treated product water quality, air quality, and wastewater discharge requirements.

The Project Director will mentor the Operations Supervisor & Maintenance Supervisor in his/her transactions with vendors to obtain necessary parts, supplies, laboratory analyses, and any required outside contractors to support maximum continuous plant production.

The Project Director will also be responsible for capital construction/repair work at the BOU; a secondary responsibility is to organize, monitor, and verify ongoing preventative and corrective maintenance.

All other duties required to support efficient operations of the BOU-Facility.

Technical role/responsibilities:

Project Management; Delivery of O&M services via on-site O&M staff; Reports / Regulatory submittals; Evaluate facility performance and directs/instructs supervisors on the achievement of ongoing performance requirements
Capital improvement project delivery (if needed); Coordinate and direct the use of technical support staff for resolving complex issues as well as optimizing process performance;
Oversee the implementation of sampling/regulatory requirements; Organize routine preventive/corrective maintenance activities with the Maintenance and Operating Supervisors; Establish maintenance priorities with the Maintenance and Operating Supervisors; Preparing regular reports on monthly maintenance activities and reviewing same with BOU and City staff; and Monitoring the Maintenance and Operating Supervisors performance of the weekly routine operation and Supervising major contracted maintenance work.

Administrative role/responsibilities:

Project Management; Procurement; Environmental Health and Safety; QA/QC; For capital improvement projects (if needed) - budgeting, scheduling, and managing vendors; Support development of the annual budget for the facility; Set priorities, schedules, and general procedures for O&M of the BOU; Approve all plans for major events at the BOU; Oversee implementation of all major BOU events; and monitor employee discipline, staff performance reviews, and hiring/firing.

About the City of Burbank Operable Unit (BOU):

TPMC is providing remediation action operations (RAO) and long-term O&M (LTM) of the treatment plant. The contract scope involves management of operations on a 24/7/365 basis due to the EPA regulatory requirements and the impact on the adjacent residential areas. TPMC provides O&M for the Groundwater Treatment Plant (GWTP), which is a semi-automated facility designed to extract, transfer and process groundwater collected from a well extraction field. The Burbank GWTP removes primary contaminants (chlorinated hydrocarbons) from groundwater at the Burbank OU, which is, at maximum, a 13 million-gallon-per-day, semi-automated treatment facility operated to remove volatile organic constituents (VOCs), primarily trichloroethylene (TCE) and perchloroethylene (PCE) from groundwater for delivery to the City of Burbank Water and Power, Valley Pumping Plant for the City's public water supply.

Education/Training:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by TerranearPMC. Example combination includes but is not limited to a 2 to 4 year Bachelor of Science degree from an accredited college or university with major course work in engineering, construction management, or a closely related field, and five years of progressively responsible recent experience managing similar plants including both technical and administrative responsibilities with a budget of at least \$3 million, including two years in a supervisory capacity.

Special Conditions & Requirements:

The ability to climb stairs and ladders, walk on uneven surfaces, make field observations, remain in a stationary position for extended periods of time. Regulatory reporting (i.e., City of Burbank, Cal EPA, U.S. EPA) is an important part of the role, and similar experience will be highly valued. .

License & Certificates:

A valid California Class "C" driver's license or equivalent; certification as California T-4 (or higher) Water Treatment certification. May possess a T-3 at time of hire and must obtain a T-4 within 2 years of hire. <http://www.cawaterjobs.org/career/water-treatment/>

Supplemental Information

Desirable Qualifications:

Valid certification as a certified Project Management Professional; experience with various types of project delivery methods.

Selection Process:

All applicants will be reviewed and only those candidates determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process.

Salary Range:

\$125 - \$150K annually (based on qualifications and experience)

TPMC provides qualified candidates a robust and exciting work environment, a competitive compensation package, including healthcare, dental, life insurance, disability insurance, flexible spending accounts, tuition reimbursement, and a 401(k) plan with employer match.

Please email resume and salary requirements to hr@terraneapmc.com, or mail to TerranearPMC, Attn: HR, 222 Valley Creek Blvd, Ste. 140, Exton, PA 19341.

TerranearPMC, LLC participates in E-Verify.

EEO/AA/M/F/Vet/Disability Employer