



Atlantic States Marine Fisheries Commission

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A.G. Woodward (GA), Chair

Joseph Cimino (NJ), Vice-Chair

Robert E. Beal, Executive Director

Vision: Sustainably Managing Atlantic Coastal Fisheries

VACANCY ANNOUNCEMENT

SPECIAL PORT PROJECTS COORDINATOR

VACANCY #: 22-018 (2 POSITIONS)

Location: Jamestown, RI

Closing Date: September 7, 2022

Annual Salary: \$78,380

(plus full benefits)

General Description

Rhode Island Department of Environmental Management (RIDEM) seeks to hire 2 contractual employees to perform project management work in the area of marine port infrastructure.

The Special Port Projects Coordinator will assist the RIDEM with the administration and management of construction projects at the state's marine ports. The supervisor for the Special Port Projects Coordinator will provide general directions, there will be the opportunity for the use of independent judgment and making of technical decisions of moderate difficulty; work is reviewed through the examination of reports, through collaboration, and via conferences and meetings.

While the work is typically administrative, the work environment includes field visits in all weather conditions including heat, cold, precipitation, and marine surf. Work is typically land-based although occasionally it may be appropriate to utilize watercraft to successfully monitor work or observe certain conditions. Must be able to lift up to 40 pounds and move unassisted in uneven terrain including floating docks, ladders, and small watercraft.

Duties

1. To perform difficult technical or project management work in professional civil engineering in the area of marine port infrastructure and land-based operations and utilities, and to do related work as required.
2. To be responsible for the oversight of the construction activities relating to the Special Port projects.
3. To supervise contract construction involving, water and wastewater infrastructure, operations buildings (administration, services), secondary roads and parking areas, bulkhead/piers/docks, and marine service infrastructure (water, electric).
4. To coordinate the design-build solicitations and products, specifications, plans, and construction.
5. To support all elements of the project on behalf of RIDEM.
6. To be responsible for various procurement functions involving the review of requests for materials, equipment, and supplies, the preparation of purchase requisitions, and the maintenance of records of appropriations and expenditures.
7. To review and provide financial and programmatic updates on a monthly basis, or as directed, on project schedules including percent of work completed, and percent of budget expended.
8. To do related work as required.

Qualifications

The applicant should have experience with construction management employment or similar; the ability to read and interpret all types of civil engineering plans and specifications; excellent communication and project management skills to track and report on progress, and coordinate with vendors, permitting authorities, RIDEM staff and lessees/users of the active commercial fishing port; and the ability to establish and maintain effective working relationships with contractors, supervisors.

A degree in Civil Engineering, Construction Management, or equivalent is preferred. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Locations, Supervision, and Hours

The position will be based in the RIDEM offices in Providence, RI although approximately 30% of the time may be spent on site in the Port of Galilee and/or other marine ports in RI. Work is typically Monday through Friday, 8:30 am to 4:00 pm. This position reports to the Deputy Chief of the RIDEM Division of Planning and Development and does not supervise staff.

Application Process

Please email a resume and cover letter to Laura Leach, Director of Finance and Administration, Atlantic States Marine Fisheries Commission, 1050 N. Highland Street; Suite 200 A-N, Arlington, VA 22201 (asmfc-jobs@asmfc.org) by the closing date of September 7, 2022. The vacancy number **(22-018)** must be identified in the subject line.

Organization Profile: The Atlantic States Marine Fisheries Commission (Commission) is comprised of the 15 Atlantic coast states under the terms of an interstate compact approved in 1942. The purpose of the Commission, as set forth by Article I of its Compact, is: To promote the better utilization of the fisheries, marine, shell and diadromous, of the Atlantic seaboard by the promotion and protection of such fisheries. As an instrumentality of the 15 Atlantic coastal states, the Commission is employed to coordinate the conservation and management of nearshore migratory fishery resources.

The Commission is an Equal Employment Opportunity employer and welcomes all qualified applicants regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual preference, disability, or any other legally protected status. ASMFC is unable to sponsor applicants for work visas.

If you have a disability and need assistance applying for this position, you may call the ASMFC Human Resources office at (703) 842-0740 between the hours of 9:00 a.m. and 4:00 p.m. ET, Monday – Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.