



# Peabody Municipal Light Plant

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## JOB POSTING

### SUBJECT TO A DEPARTMENTAL PROMOTION AND TRANSFER

**TITLE:** ENVIRONMENTAL COORDINATOR  
**DIVISION:** ADMINISTRATION  
**SALARY:** GRADE E9 (\$67,770-\$84,227)  
**SHIFT:** EXEMPT POSITION  
**CIVIL SERVICE CLASSIFICATION:** EXEMPT

**DUTIES:** Under the direction of the General Manager and Assistant Manager, the primary objective of this position is to ensure that the organization is in complete compliance with all environmental regulatory requirements in all of its activities at all facilities.

The Environmental Coordinator is responsible for developing, implementing, and overseeing environmental policies and programs that minimize PMLP's environmental-related risk and liability and ensure compliance with all applicable federal, state, and local environmental regulations and requirements.

Specific duties will include implementation of PMLP's Environmental Management System, assuring compliance with all applicable environmental regulations and requirements and PMLP environmental policies, developing and performing environmental training for PMLP personnel, performing inspections and audits of PMLP facilities, operations, and activities, and conducting all required reporting to regulatory agencies including but not limited to USEPA and MassDEP. Duties also include coordinating inspections conducted by governmental regulatory agencies regarding environmental matters.

Responsible for maintaining a current working knowledge of all environmental regulations and requirements pertaining to the operation of an electrical utility which operates an electric generation facility including the Massachusetts Contingency Plan, Toxic Substances Control Act, Massachusetts Wetlands Protection Act, Resource Conservation Recovery Act, National Pollutant Discharge Elimination System programs, etc.

Responsible for scheduling and coordinating all sampling and testing of regulated wastes, emissions, and discharges. Schedule and coordinate all aspects of hazardous waste disposal, including signing of hazardous waste manifests. Maintain all associated records and documentation including manifests.

Shall update and revise the Environmental Management System and all of its related components as necessary including compliance with Integrated Contingency Plan for all PMLP facilities. Responsible for all Environmental Records Management.

Shall be responsible for updating and maintaining all Safety Data Sheet (SDS) records and information for materials stored and used by the company. Responsible for securing hazardous and storable permits from local agencies as needed.

Serve as project manager for assessment/remediation or facilities construction projects as required.

Shall be available 24 hours per day to assist with emergency situations and storm restoration efforts.

Serve on call twenty-four (24) hours a day, seven (7) days per week, to address and respond to issues related to this position. Responsible for coordinating spill response and clean up including notification to appropriate federal and state regulatory agencies. Assist and direct clean-up crews and clean up contractors as required and management/preparation of appropriate regulatory deliverables/reports.

May be required to provide support as directed: to the Assistant Superintendent of Electric Distribution (Support) on safety related matters, to the Inventory Control Coordinator on matters involving buildings and grounds maintenance, and to the Engineering Division on non-environmental regulatory matters.

Complete and maintain certification in the EPA's Method 9 Certification and Opacity Training Program as required.

**QUALIFICATIONS:** This position requires an extensive working knowledge of applicable federal and state environmental regulatory programs, including the Massachusetts Contingency Plan, and the principles of environmental management. The ideal candidate for this position will have 5+ years of experience in environmental management, preferably for an electric utility in power production and distribution activities. Requires a BS degree in chemistry, environmental/chemical engineering or a related science or engineering discipline. Candidates must be independently motivated, detail-oriented, possess strong problem-solving skills, and have excellent written and verbal communications skills.

Experience with electric utility safety compliance and buildings and grounds maintenance is a plus.

Please submit your resume and letter of application to the Manager c/o Barbara Previte by email at [bprevite@pmlp.com](mailto:bprevite@pmlp.com).

AA/EEO

PMLP is an Equal Opportunity Employee