

## Environmental and GIS Specialist (Full-Time)

### **Summary:**

The Cleveland-Cuyahoga County Port Authority (“Port Authority”) is currently seeking a full time Environmental and GIS Specialist. The Cleveland Cuyahoga County Port Authority is a small, independent government agency whose sole mission is to spur job creation and economic vitality in Cuyahoga County. The Port Authority is an economic engine for our community, a key to Northeast Ohio’s global competitiveness, and a crucial partner in building Cuyahoga County’s future.

The Port Authority is in the process of modernizing facilities including decarbonization to fulfill the Climate Action Plan. Electrification is underway in the creating of a hub to support the various elements of electrification needs. We were recently awarded \$94 million funding to provide electrical equipment and implement infrastructure improvements at the Port and in the harbor. Sustainability is also relevant in our capital development projects and in the beneficial reuse of dredged materials from the Cuyahoga River.

As result of our agency’s size and lean structure, employees within the Port Authority are expected to fill multiple roles across a variety of disciplines. It is great exposure for anyone looking to build and further diversify their career. The preferred candidate should anticipate receiving a broad portfolio of meaningful work assignments and should have the ability and willingness to take ownership of their work and work independently. The preferred candidate will be expected to fulfill the minimum job functions and responsibilities described below and have the willingness and ability to accept additional responsibilities and duties outside of their fundamental role within organization. Additional duties could include, but are not limited to project management, assisting the organization with the advancement of best practices for harnessing data and using technology to assist with records management, making presentations, real estate management, collaboration with operations and maintenance personnel for advancement of best practices, and grant applications.

## Environmental and GIS Specialist (Full-Time)

### **Essential Job Functions & Responsibilities:**

#### **Environmental**

- Maintains and renews industrial stormwater, water discharge, aeronautical, air, and maintenance dredging permits at the Port Authority's facilities.
- Manages dredge placement agreements with USACE and private entities.
- Manages contract for beneficial reuse of dredged material.
- Monitors operations at the Port Authority's Sediment Processing & Management Facility.
- Performs data entry & edits for geospatial and tabular data.
- Applying sustainability recommendations to capital development program and projects.
- Complete basic NEPA documents.
- Oversee environmental planning documents developed by consultants.
- Tracking air quality and carbon emissions.

#### **GIS**

- Perform infrastructure and environmental inspections at the Port's Authority Marine Terminals, the Port Authority's Sediment Processing & Management Facility, and within the Cuyahoga
- River/Cleveland Harbor using GIS to collect and retain this data in user friendly/easily accessible format.
- Collect as-built data from Port Authority's historic records, field inspections, and capital program and repair/maintenance programs to keep an updated record of asset inventory and its condition
- Assist with prioritizing capital repairs and repairs/maintenance efforts.
- Utilize ArcGIS Online and its extensions to perform spatial analysis and distill results into formats that are easy to comprehend.
- Recommends environmental enhancement best management practices and new technologies at the Port Authority's facilities.
- Oversees data translation from CAD and other data formats into GIS.
- Performs data research, investigation, and verification.
- Fills internal data and mapping requests.

## Environmental and GIS Specialist (Full-Time)

### Grants

- Follow grant opportunities at local, state and national level for capital development, decarbonization, and environmental improvements.
- Develop grant applications in collaboration with Port Authority staff.

### **Minimum Qualifications & Experience:**

- Bachelor's degree in environmental science, planning, engineering, or related field, with relevant coursework or experience in GIS.
- Experience with USACE permit process is preferred.
- Minimum of two or more years of professional experience working with Esri ArcGIS or other GIS software, preferably ArcGIS Online, to create and maintain geospatial data. Education may be substituted for professional experience as follows: A master's degree in any discipline with specialization in GIS technology, may substitute for experience.
- Experience with grant applications is preferred.
- Ability to work adjacent to or over top of the water, maritime familiarity/experience preferred.
- Ability to work outdoors in all types of weather conditions.
- Physical ability and comfort with accessing floating equipment, work boats, and the ability to perform necessary maintenance and make necessary field adjustments to weir structures.
- Experience using field collection tools for field data collection.
- Environmental permitting experience/exposure, with willingness to learn.
- Knowledge of GIS concepts and analytical techniques, including geospatial data creation, conversion, manipulation, and analysis.
- Ability to plan, organize, and execute diverse set of tasks and deliver in a timely manner.
- Ability to communicate and work collaboratively and effectively with team members and establish and maintain effective working relationships.
- Ability to relate to and work with individuals representing a variety of disciplines, backgrounds, and cultures.
- Proficiency with the Microsoft Office Suite including Word, Excel, Access, and Power Point.

## Environmental and GIS Specialist (Full-Time)

### **Licensure & Certifications:**

- Candidate must possess a valid driver's license.
- Ability to complete a Federal Background Check to obtain and maintain TWIC (Transportation Worker Identification Credentials).

### **Additional Requirements:**

- If requested to interview, the Port Authority will request candidates come prepared with a hard copy and if possible (digital copy) of a project portfolio to review and leave with the Port Authority.
- Strong writing and verbal communication skills are important. Port Authority may ask candidates to bring technical writing sample to share with Port Authority at interview.

The Cleveland-Cuyahoga County Port Authority is an Equal Opportunity Employer. The Cleveland-Cuyahoga County Port Authority offers competitive compensation & benefits package to commensurate with experience and qualifications. The Port Authority values work/life balance across all levels of the organization. Our office is located in downtown Cleveland, in a renovated historic warehouse near the east bank of the Flats within the historic Warehouse District. Free parking is available for employees and the office is convenient for those who seek mass transit alternatives. All Port Authority employees are subject to a comprehensive background check prior to hiring. This employee will report to the Port Authority's Chief of Engineering & Capital Development.

**Please send cover letter and resume to [info@portofcleveland.com](mailto:info@portofcleveland.com). Application deadline is Monday, February 3, 2025.**