



Cuyahoga County Land Reutilization Corp.

812 Huron Road E, Suite 800
Cleveland, OH 44115
www.cuyahogalandbank.org

Assistant Environmental Specialist Job Posting

The mission of the Cuyahoga County Land Reutilization Corporation (CCLRC), a non-profit corporation, is to strategically acquire properties, return them to productive use, reduce blight, increase property values, support community goals and improve the quality of life for county residents. Reporting to the Senior Environmental Properties Specialist within the Department of Community Stabilization, the Assistant Environmental Specialist is responsible for assisting in environmental hazard assessment and remediation activities that precede property demolition.

Basic Functions:

The Assistant Environmental Specialist will assist with the following processes:

- Asbestos survey
- Asbestos abatement, including required regulatory notices
- Household & hazardous waste removal

Principal Duties and Responsibilities:

In addition to the duties and responsibilities appearing below, all staff of the CCLRC are expected to perform any tasks deemed by management as necessary to ensure the orderly, efficient operations of the CCLRC. The Assistant Environmental Specialist may be required to attend conferences, training and other events.

The Assistant Environmental Specialist will assist as follows:

1. Assigning asbestos survey and abatement engagements:
 - a. Creating assignment documents and interfacing with external contractors,
 - b. Document management and record-keeping tasks
2. Securing EPA National Emission Standards for Hazardous Air Pollutants (NESHAP) notifications:
 - a. Entering data into the Ohio Environmental Protection Agency's (OEPA) electronic notifications system,
 - b. Detailed tracking, document management and record-keeping tasks, as assigned,
 - c. Preparing detailed payment requests for fees due to OEPA and interfacing with Finance Department staff.
3. Assisting with other matters as assigned, such as assessing need for household waste and hazardous waste/chemical cleanouts and pricing, preparing and managing assignment documentation.

Special Knowledge/Skills Required:

Ability to work well under pressure on time-sensitive tasks, organizational skills, excellent keyboarding skills, very strong attention to detail and accuracy, good judgment and the ability to show discretion, ability to work collegially as part of a team, ability to conduct oneself professionally in dealing with others both inside and outside of the organization. Must be willing to take on other duties as requested or required by the organization.

Education and Experience:

A Bachelor's degree in urban studies, planning, environmental studies, environmental science, public administration, or a related field is required. Paralegal experience a plus.

Compensation: \$40,000 to \$45,000 annually, commensurate with experience. Good benefits.

Please submit resume by close of business on July 2, 2018 to:

Kim Kimlin, Director of Community Stabilization

kkimlin@cuyahogalandbank.org

No phone calls, please.