



MINNESOTA STATE
System Office Human Resources

**Job Class: State Program Administrator, Coordinator – Job Posting
49587**

Working Title: Environmental Compliance Manager

Who May Apply: Open to all qualified job seekers.

Date Posted: 10/8/2021

Closing Date: 11/8/2021

Hiring Agency/Seniority Unit: Minnesota State - System Office (MAPE)

Division/Unit: Facilities/Facilities

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally for training and conferences

Salary Range: \$31.70 - \$47.14/hourly; \$66,189 - \$98,418/annually

Classified Status: Classified

Bargaining Unit/Union: 214 - MAPE

FLSA Status: Exempt

Connect 700 Program Eligible: No

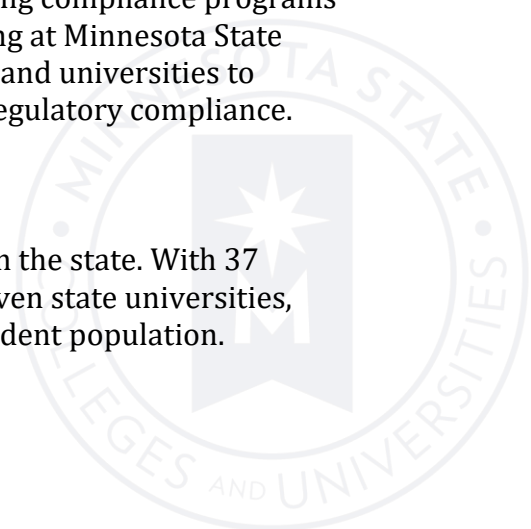
Job Summary:

This position acts as the Environmental Compliance expert for the system and exists to plan, develop and provide oversight on system-wide programs as well as provide regulatory assistance and resources to the campuses and system office of Minnesota State Colleges and Universities.

This position will analyze system-wide compliance with federal, state and local environmental regulations including the Clean Air Act, RCRA, CWA/NPDES, SPCC, UST/AST etc. Further, the position is responsible for developing and designing compliance programs and ensuring proper program administration and employee training at Minnesota State campuses. This position will work with the system and its colleges and universities to ensure the learning/working environments are operating within regulatory compliance.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical colleges and seven state universities, Minnesota State serves 64 percent of the state's undergraduate student population.



We employ more than 15,900 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.

The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

Minimum Qualifications:

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Bachelor's degree required in Environmental Health, Basic or Applied Science, Environmental Science, Safety or related field.
- Seven (7) years of directly related environmental compliance responsibility.
- Environmental health-related professional certification (such as CHMM, QEP, etc.).
- Comprehensive knowledge of environmental compliance regulations (e.g., applicable EPA and MPCA regulations).
- Experience designing, developing, and delivering training that engages learners and achieve learning objective.
- Experience conducting inspections, determine compliance with and enforce adherence to laws and regulations governing environmental compliance.
- Strong written communication skills sufficient to write, prepare, and edit materials such as policies, procedures, programs, reports, presentations, etc., clearly explaining complex technical ideas and procedures to varied technical and non-technical audiences.
- Strong verbal communication skills sufficient to participate in discussions and communicate technical ideas and procedures to technical and non-technical staff and managers, present recommendations and reports to senior managers, facilitate training and meetings, and negotiate findings.
- Ability to manage multiple projects simultaneously from inception through execution and evaluation, creating clear and attainable project objectives, building project requirements, overseeing time and scope of projects, managing project constraints, and communicating progress and end results.
- Computer skills sufficient to use general office application/productivity software (e.g., computer operating system, e-mail, word-processing, database/spreadsheet, calendar/scheduling, presentation graphics, website, Internet browser and search software).

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

Preferred Qualifications:

- Master's Degree in Environmental Health, Basic or Applied Science, Environmental Science, Safety or related field.
- Five (5) years of progressive experience leading environmental health and hazardous waste program at multi-site organization, with a proven record of establishing premier programs and delivering significant continuous performance improvement.
- Experience in developing data collection systems and reporting dashboard generation
- Multiple advanced professional EHS certification (CHMM, QEP, CSP, CIH, CEA, REM etc.).
- Demonstrated ability to conduct independent research and to provide written reports and analysis based on that research.

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/employee-relations/labor-relations/Labor>.

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical (\$36.64 per month single and \$250 per month family) and dental insurance with low deductibles (\$150 - \$1500), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

How to Apply

External Applicants: Go to the State of MN's career site at <http://www.mn.gov/careers>.

Internal Applicants: Go to Self-Service/Careers.

Contact

If you have questions about the position, contact Shawna Tienter at Shawna.tienter@minnstate.edu or 651/201-1845.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.