



The Port
OF Hueneme
Oxnard Harbor District

Environmental Apprentice
Overview & Responsibilities
Effective Date: February 2025



POSITION TITLE:	Environmental Apprentice
CLASSIFICATION	Apprentice
DEPARTMENT:	Administration/Operations
SALARY	\$25.00 per hour

GENERAL PURPOSE

Under the general direction of the Environmental Manager, the Environmental Apprentice contributes to the planning and coordination of environmental projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

- Collaborates with the Operations Team and formulates plans and direction to meet project tasks and requirements.
- Implements and tracks the Port’s Environmental Management Framework and Climate Action Plan.
- Assist in preparing policy and research memos that may impact Port operations and their customers.
- Assist in the coordination with consultants and contractors, customers, community and Regulatory Agencies on environmental projects which substantially impact the Port and its operations.
- Assist in the implementation of Port environmental programs such as the Port’s Green Marine certification, including monitoring, tracking, and adjusting of projects and programs, project processes such as maintaining key performance indicators, graphical display of project status, budgets, timelines, and milestones.
- Assist in the implementation of environmental community education and outreach, including campaign design and utilizing working experience with presentation of scientific concepts and information to non-scientific and non-technical audiences.
- Participates in sharing information and progress about Port environmental programs to social media and multi-media staff to present to community audiences.
- Assist in the education of Port customers and tenants of planned projects in conjunction with Operations Team.

- Assist in reporting to Environmental Manager on project progress, problems encountered, and solutions or remedies implemented.
- Implements sound safety and environmental protection principles and fosters safety and environmental stewardship in construction projects.
- Adheres to Port policy and maintains good employee relations.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Education, Training and Experience:

- High school diploma or equivalent (such as a GED).
- Any related courses to environmental science, biology, chemistry, or geography, helpful.
- Have some academic and professional experience in some or all of the following fields:
 - Environmental policy and regulation, compliance methodologies and related permitting systems.
 - Geographic information systems (GIS), map and spatial data manipulation and assessment.
 - Air quality principals, chemistry, analysis and monitoring, science, regulation and policy.
 - Water quality principals, chemistry, analysis and monitoring, regulation and policy.
 - Stormwater analysis, field sample collection, QA/QC, NPDES compliance and permitting, asset management and spatial mapping and analysis.
 - Sea level rise, spatial mapping and analysis, mitigation and associated engineering and planning.
 - Climate change science and mechanisms, policy both local, state and global.

QUALIFICATIONS

- Ability to use MS Outlook, Word, Excel, PowerPoint, Teams, and remote meeting software.

LICENSES; CERTIFICATES; SPECIFIC REQUIREMENTS:

- Possession of a valid California driver's license and automobile insurance for the ability to drive District vehicles.
- Must be able to obtain a Transportation Worker Identification Credential (TWIC).