
SCOPE OF WORK

ACTA's Chief Operating Officer will direct the efforts of the Consultant, with oversight by the Chief Executive Officer. The following services are intended to be guidelines as to the type of assignments for which the Consultant may provide environmental engineering assistance to ACTA.

- Coordinate environmental activities by maintenance contractor or cleanup contractor;
- Coordinate environmental activities required by local/state/federal agencies;
- Obtain permits required by local/state/federal agencies;
- Coordinate legal responses to environmental issues;
- Inspect pump stations; develop budget and oversee repairs;
- Maintain relationships and comply with Los Angeles County Department of Public works and Los Angeles County Sanitation Districts;
- Inspect and oversee the removal of unauthorized hazardous, bio-hazardous, and other regulated waste;
- Prepare and file annual hazardous waste information with California Department of Hazardous Waste and City of Los Angeles Fire Department;
- Provide environmental information for property transfers;
- Respond to requests for environmental information from municipalities, agencies and/or Freedom of Information Act;
- Conduct field investigations to obtain data on environmental matters by operating a variety of field sampling equipment and interviewing stakeholders;
- Review and report on existing and proposed environmental laws, regulations and guidelines;
- Research court decisions, legislation, newspapers and professional journals to obtain information for specific projects;
- Contact various agencies to ascertain their methods, policies, and laws on environmental issues;
- Attend outside agencies' meetings to enhance awareness of rulings which may affect ACTA;
- Make recommendations regarding ACTA goals, policies and procedures for the control of pollutants;
- Evaluate and address any potential environmental impacts from the storage and handling of hazardous materials;
- Conduct investigations on noise, water or air quality;
- Make presentations to Governing Board, community groups and others;
- May testify in court or appear as an expert witness;
- Maintain files, records, documentation, and schedules related to environmental activities;
- Coordinate response actions associated with legal settlements, communicate findings/actions to the ports and attorneys to ensure compliance, and document the findings/actions and communications.
- Be on-call for environmental emergency response.